A. L. A. RULES FOR

Filing Catalog Cards

A. L. A. RULES FOR
Filing Catalog Cards

Prepared by a Special Committee

Sophie K. Hiss, Chairman

AMERICAN LIBRARY ASSOCIATION
CHICAGO, ILLINOIS, 1942

PUBLISHER'S NOTE

The rules presented in this volume are offered as representing the best accepted practice The presentation of the material, particularly the showing of relationships, has presented many problems Users are urged to send comment, criticisms and suggestions to the publishers to the end that reprints or revised editions may better serve their purpose

Second printing with corrections April, 1943

Manufactured in the United States of America

Preface

The arrangement of cards in the dictionary catalogs of American libraries has been influenced to a large extent by the principles laid down by C. A. Cutter in his *Rules for a printed dictionary catalogue* in 1876 and revised in a final (4th) edition in 1904. The many variations to be found in present-day library practice have grown out of differences in the interpretation and in the expansion of the Cutter rules, and also, in part, out of a need felt in many libraries for a simplification of the Cutter classed arrangements.

The present code is based on a comparative study of filing rules which have appeared in printed codes and in manuals of library science, and also of the practices in a number of large and medium-sized public and university libraries. The comparison showed few rules with no variants, some rules where a generally accepted practice is clearly indicated, many rules where two practices are in equal use and apparently equally satisfactory; and finally, in regard to the more perplexing problems of arrangement, a wide diversity of practice and opinion.

The code attempts to provide a set of alphabeting rules in accord with the most generally accepted usage. In addition, it offers rules for both a grouped and an alphabetic order of arrangement under certain types of headings. The grouped arrangement is suitable when a large number of entries is to be filed under an author, a place or a subject heading, but it depends for clearness and ease in consultation upon a very full and carefully planned system of guide-cards and upon explicit directions to the users of the catalog. The alphabetic arrangement is self-explanatory and is probably easier to consult when entries under place or subject are being sought. In the absence of a definite knowledge as to the psychological approach of the user to the catalog it does not seem advisable to insist dogmatically that one alternative is to be preferred to the other. The size of the catalog, the character of the collection, and the nature of the clientele to be served will influence the choice of alternative. Consistency throughout the catalog is in general desirable but may be disregarded in special instances pro-

vided that the guide-cards at the given point show with precision the order adopted.

The separation of the subject catalog from the author and title catalog, which in recent years has been adopted by a number of libraries, does not require changes in the general alphabeting rules The divided catalog simplifies to some extent the problem of the order of entries, but does not alter the arrangement within each type entry

The code does not attempt to distinguish between, or to suggest, cataloging practices, except insofar as to call attention to an occasional detail that makes clearer the filing of an entry The cataloger should keep constantly in mind the filer's problems and exercise care in cataloging details that may render filing and finding easier In order to avoid confusion, since cataloging practices are not uniform, the examples in the following rules have been selected from entries that conform to the American Library Association or the Library of Congress cataloging rules

For the convenience of small libraries, a selected list of recommended rules, together with a comprehensive example, will be found in Appendix V

A.L.A. Filing Code Subcommittee
Mary Burnham
James B Childs
Emily Hollowell
Ruth N Latshaw
Amy C Moon
Linda H Morley
Nouvart Tashjian
Elizabeth E Wilson
Sophie K. Hiss, *Chairman*

Contents

vided that the guide-cards at the given point show with precision the order adopted.

The separation of the subject catalog from the author and title catalog, which in recent years has been adopted by a number of libraries, does not require changes in the general alphabeting rules. The divided catalog simplifies to some extent the problem of the order of entries, but does not alter the arrangement within each type entry

The code does not attempt to distinguish between, or to suggest, cataloging practices, except insofar as to call attention to an occasional detail that makes clearer the filing of an entry The cataloger should keep constantly in mind the filer's problems and exercise care in cataloging details that may render filing and finding easier In order to avoid confusion, since cataloging practices are not uniform, the examples in the following rules have been selected from entries that conform to the American Library Association or the Library of Congress cataloging rules

For the convenience of small libraries, a selected list of recommended rules, together with a comprehensive example, will be found in Appendix V

A.L.A Filing Code Subcommittee
Mary Burnham
James B Childs
Emily Hollowell
Ruth N Latshaw
Amy C Moon
Linda H Morley
Nouvart Tashjian
Elizabeth E Wilson
Sophie K Hiss, *Chairman*

A.L.A. Rules for Filing Catalog Cards

1 Basic rule

a) Arrange all entries according to the order of the English alphabet. *See also* Modified letters (Rule 2) Signs and symbols (Rule 3)

b) *Arrange word by word, alphabeting letter by letter to the end of each word.*

New Amsterdam	not	New Amsterdam
New England		Newark
New wives for old		New England
Newark		Newman
Newman		New wives for old

2. Modified letters (umlaut, special letters)

a) Disregard the modification of all letters, including the umlaut. Arrange ä, á, å, é, ı, ö, ó, õ, ø, ü, ū, as a, e, i, o, u, ç, c, č, ł, ñ, š, ž, as c, l, n, s, z.

There are a number of other modifications which in transliteration from Oriental and other languages show dots or lines above or below the letters[1] These will cause no difficulty in a general catalog if disregarded. Libraries requiring a different arrangement, as in a special language catalog, should adopt rules in accordance with the usage of the language

In the case of headings with an umlaut in the first syllable, cross references should be made from, and to, the form spelled with an e

Muel, Leon
Muellenbach, Ernst
Mueller
  see also Muller (or Müller)
Mueller, Alfred Don
Muenscher, Joseph
La muerte de Méron
Mullen (or Müllen)
  see also Muellen
Mullen, Allen
Müllen, Gustav
Müllendorf
Muller (or Müller)
  see also Mueller
Müller, Adam
Muller, Adam L
Münchener bienen-zeitung

[1] For the alphabets and diacritical marks used in foreign languages, see U.S. Govt. print. off., *Manual of foreign languages for the use of printers and translators* 3d ed. (Washington. Govt. print. off., 1936.)

Explanatory Note

In this work subject entries are indicated by full capitalization throughout.

? ? ?,
Doit-on pleurer sa femme

☆
The language of the stars

****
Mémoires pour servir à l'histoire de la campagne de 1796

***, baron de
Bibliographie des ouvrages de poésie.. française

A B C book
Aagaard, Carl Johan
Alden, John
-- and ships and sealing wax
Andover

b) Signs with letters (used as author heading)

When a letter or a syllable is followed by signs, disregard the signs and arrange by the letter or letters Subarrange as above.

M***
Catalogue des livres choisis

M**
Notices des livres du cabinet

M****, Madame la comtesse de
M****, Mademoiselle
M_____, Mr
M***, Monsieur
M , A.H
M , M W.
M***, Paul Hyppolite
M , V.A.
Ma, Yin Ch'u
Mable, Mary Louise
Mac__, pseud., see MacManus, James
Mac, *Reinhold*
Macadam, *Catharine*
W*****e, H*n*y
W***in**on, G****

c) Ampersand

Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

England and Canada
England & Germany
England and her colonies
Revue des questions historiques
Revue & examen des expositions nationales
Zur geschichte der costüme
Zur geschichte & charakteristik des deutschen genius

This is the recommended treatment of the umlaut. It is the practice followed in many German reference books and is simpler for the majority of the users of the catalog who are unaware of the philological significance of the umlaut. For libraries that prefer to recognize the German umlaut and to treat in like manner similarly marked vowels in other languages, the following alternative rule is given.

b) ALTERNATIVE RULE File ä, ö, ü, in the Finnish, German, Hungarian, Scandinavian and modern Turkish languages as if written ae, oe, ue This includes also the Hungarian ő and ű and the Danish-Norwegian ø

File the Scandinavian å as aa

Muel, Leon
Muellen (or Mullen)
  see also Mullen
Mullen, Gustav
Muellenbach, Ernst
Müllendorf
Mueller (or Müller)
  see also Muller
Müller, Adam
Mueller, Alfred Don

Münchener bienen-zeitung
La muerta de Néron
Mullen
  see also Muellen (or Mullen)
Mullen, Allen
Muller
  see also Mueller (or Müller)
Muller
  (This name is filed as if spelled Mueller)
Muller, Adam L

c) *Arrange other special letters as follows* ·

(1) The Latin i and j as distinct letters
(2) The gothic type v (for u) and vv (for w) as u and w
(3) The Dutch ÿ (a manuscript form for ij) as ij [3]
(4) Typographical characters and abbreviations used in Latin incunabula as if written in full [4]

3 Signs and symbols

a) Signs without letters (used as author heading)

Arrange signs without preceding letters, when used *instead of the author's name,* before the letter A. Disregard the signs and subarrange by title, but if the signs are followed by titles of honor or forenames, subarrange by them. Signs alone precede signs followed by titles of honor, etc.

Signs at the beginning of a title, such as or - -, are also to be disregarded, the title being arranged by the word following the signs

2 Transliteration rules for the non-Roman alphabets are printed in the revised *A.L.A Catalog Rules* Card rules for the transliteration of *Hebrew and Yiddish* (rule 43) Modern Greek (rule 11) and the Slavic languages (rule 10) may be obtained from the Library of Congress at small cost.

3 Vatican 455

4 For a list of typographical characters and abbreviations most commonly used in 15th and 16th century books, see U.S Govt. print. off., *Manual of foreign languages* op cit., p.129-30

? ? ?,
Doit-on pleurer sa femme

的
The language of the stars

****
Mémoires pour servir à l'histoire de la campagne de 1796

***, baron de
Bibliographie des ouvrages de poésie française

A B C book
Aagaard, Carl Johan
Alden, John
– – and ships and sealing wax
Andover

b) Signs with letters (used as author heading)

When a letter or a syllable is followed by signs, disregard the signs and arrange by the letter or letters. Subarrange as above

M***
Catalogue des livres choisis

M**
Notices des livres du cabinet

M****, Madame la comtesse de
M****, Mademoiselle
M____, Mr
M***, Monsieur
M , A H
M , M W.
M***, Paul Hyppolite
M , V.A
Ma, Yin Ch'u
Mabie, Mary Louise
Mac__, pseud , see MacManus, James
Mac, Reinhold
Macadam, Catharine
W*****, H*n*y
W***in**on, G****

c) Ampersand

Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

England and Canada
England & Germany
England and her colonies
Revue des questions historiques
Revue & examen des expositions nationales
Zur geschichte der costüme
Zur geschichte & charakteristik des deutschen genius

4 Initials

See also Abbreviations (Rule 5)

a) Arrange an initial before a word beginning with the same initial letter

b) Arrange initials standing for names of organizations, broadcasting stations, airships, etc, whether punctuated or not, as initials and not as abbreviations, i e , not as if spelled in full For initials standing for geographical names, *see* Abbreviations (Rule 5 *a*)

c) When headings consist of initials only, arrange initials standing for authors' names, *if inverted* (e g A , F P), before initials that are not inverted

```
A , A ,   see   Willis, Anthony Armstrong
A , B
A , E V ,   see   Trezavant, Eva Whitthorn
A , F P ,   see   Adams, Franklin Pierce
A , T.,   see   Ashe, Thomas
A A ,   see   Willis, Anthony Armstrong
A A.A ,   see   U.S Agricultural adjustment
     administration
A A C color photography
ABC of the NRA
A bas Rigolboche
ADAC - motorwelt
A E ,   see   Russell, George William
A E F ,   see   U S Army   A E F , 1917-1920
     and also titles beginning A.E F
The A E F. in battle
A L.A   see   American library association; Automobile
     legal association;  and also titles beginning A L A
A L A  booklist
A L A   directory of tourist homes
A L A. in Siberia
A la mode cookery
A.S M E  news
A was an archer
Aa, Cornelis van der
Ambach, E. L
American expeditionary force,   see   U S   Army
     A E F , 1917-1920   also titles beginning A E F
American library association,   see also   titles begin-
     ning A L A.
Automobile legal association,   see also   titles begin-
     ning A L A
```

This arrangement follows the general usage in regard to filing personal names (Rule 19) The *following alternative with its single alphabet is preferred by many libraries* on the ground that users of the catalog do not distinguish between inverted and noninverted initials.

d) ALTERNATIVE RULE Arrange initials standing for authors' names, whether inverted or not, alphabetically with initials standing for organizations or beginning a title, disregarding the inversion and punctuation.

```
A A , see Willis, Anthony Armstrong
A A A , see U S Agricultural adjustment
    administration
AAA travel.
A A C color photographs
A , B
ABC of the NRA
A bas Rigolboche
ADAC - motorwelt
A E , see Russell, George William
A E F , see U S Army A E F , 1917-1920
    and also titles beginning A.E F
The A E F in battle
A., E V , see Trezavant, Eva Whitthorn
A , F P , see Adams, Franklin Pierce
A L A , see American library association Automobile
    legal association, and also titles beginning A L.A
A L A booklist
A L.A directory of tourist homes
A L A. in Siberia
A la mode cookery
A S M E news
A , T , see Ashe, Thomas
A was an archer
Aa, Cornelis van der
Aabel, Marie
American expeditionary force, see U S Army A E F ,
    1917-1920 also titles beginning A E F
American library association, see also titles begin-
    ning A L A.
Automobile legal association, see also titles begin-
    ning A L A
```

5. Abbreviations

See also Elisions (Rule 6), Initials (Rule 4)

a) Arrange abbreviations as if spelled in full e g., Dr, Mr, Mrs., Mlle., S., St. Ste, etc., as Doctor (or in German, Doktor), Mister, Mistress, Mademoiselle, San or Sanctus Saint, Sainte, etc. Also Ha (Greek A) as Hagios. This includes initials and other abbreviations used for geographical names e g, N Y as New York, Gt. Brit. as Great Britain.

```
Colonel Carter
Col. Ross of Piedmont
Colonel Withersby's strike
Dr Gratten
The doctor, his wife and the clock
```

Dr Jekyll and Mr Hyde
Mrs Ames
Mistress and maid
Mrs Dane's defense
Mistress of Husaby
St Petersburg
Saint Pierre
St Vincent
Ste Anne des Monts
Sainte Beuve
United States and war
U S. army facts and insignia
U S camera magazine
United States daily

An explanatory reference should be made from the abbreviation to the full form whenever necessary

Mrs
Entries beginning with Mrs are filed as if spelled Mistress

St
Entries beginning with St. are filed as if spelled Saint

b) Disregard the abbreviations K., K.K., I, R., etc (standing for Kaiserlich, Koniglich, Imperiale, Reale, etc) at the beginning of names of foreign learned academies, societies etc, and arrange by the word following the abbreviation The words for which these abbreviations stand are not familiarly known or spoken as part of the name

In the names of English societies, Imperial and Royal are not to be disregarded

Acadians
R Accademia dei Lincei, Rome
Accidents
K Akademie der wissenschaften, Berlin
Akenside, Mark
Hoepli, Ulrico
K K Hof- und staatsdruckerei, Austria, see Austria
KK Hof- und staatsdruckerie
Hoffer, Andreas
Royal empire society, London

6 Elisions

See also Names with an elided prefix (Rule 13)

Arrange elisions as they are printed and not as if spelled in full Treat as one word the contraction of two words resulting from an elision.

Exception Foreign articles and prepositions with a final vowel elided are to be treated as separate words and not as contractions.

Bibliothèque d'anthropologie
Bibliothèque d'histoire
Bibliothèque de la révolution
Cap'n Eri
Capo d'anno
De l'intelligence
De la vida internacional
Flower o' the lily
Flower of destiny
Who is who in literature
Who'd be king
When the gods destroy
Who's who
Whose home is the wilderness

Note Some libraries make no exception of elided articles and prepositions, but this is contrary to the usage of the foreign language itself.

7 Initial article

For names beginning with an article *see* Names with a prefix (Rule 13) and Oriental names (Rule 14)

a) *In alphabeting titles, disregard an initial article in the nominative case in all languages but in foreign languages do not disregard initial articles in other than the nominative case, because such articles contain a prepositional element.*[5]

b) In case the form of the indefinite article is the same as that of the numeral "one" (e g the French "un" or une") care must be taken to distinguish the use because the numeral is to be regarded in filing.

c) As initial articles "de" (dialect for "the") and "ye" (Anglo-Saxon and early English form of "the") are to be disregarded, but "ye" the personal pronoun of the second person plural, is to be regarded.

Au temps des équipages
De la terre à la lune
De libris
Dem dichter in der fernen bild geblieben
The den
Den lieben süssen mädeln
Les déracinés
Des alten handwerks recht und gewohnheit
Du contrat social
Dublin
Eine von zu vielen [numeral]
Un homme à la mer
Eine kleine gefälligkeit
Das kleine heldenbuch
De night in de front from Chreesmas

[5] For articles to be disregarded in filing, see U.S. Govt. print. off., op. cit.

```
Ye olde fire laddies
Un de Baumugnes    [numeral]
Ye that judge    [personal pronoun]
```

A table of initial articles to be disregarded in foreign languages will be found in Appendix II.

8. Punctuation marks. Possessive case, etc.

See also Inverted titles (Rule 37.f)

In alphabeting titles, disregard punctuation marks and the apostrophe For an exception to this rule, see Periodicals (Rule 37.c).

Boy Scouts	Life; a book for a young man
Boycott	Life — a bowl of rice
Boys' clubs	Life after death
Boy's King Arthur	Life — an obstacle race
Boys of '76	Life and art
A boy's town	Life, mind and spirit

9 Numerals

a) Arrange numerals in the titles of books as if spelled out in the language of the rest of the title Spell numerals and dates as they are spoken, but omit the "and" in spoken numerals except at a decimal point between two digits and in mixed numbers

Note The omission of the "and" is recommended because spoken numerals are so taught in American public schools Many libraries, however, prefer to retain the "and' because it usually appears on title pages where numerals are written out.

```
100 as one hundred (not as a hundred)
101 as one hundred one (not as one hundred and one)
1000 as one thousand
1500 as fifteen hundred (not as one thousand five hundred)
1812 as eighteen twelve, if a date, otherwise as eighteen
        hundred twelve (not as one thousand eight
        hundred twelve)
2,341,406 as two million, three hundred forty-one
        thousand, four hundred six
6½ as six and one half
 .624 as six hundred twenty-four thousandths
600.024 as six hundred and twenty-four thousandths
```

This rule is not precise because numerals are not always spoken the same, but it is practical because to file each numeral as if spelled in full raises difficulties for users of the catalog who will look under the spoken word

```
Acht tage auf ehrenwort
Achtundvierziger
1813, ein cyklus    [achtzehnhundert dreizehn]
1812; ein historischer roman    [achtzehnhundert zwölf]
Dix, Lester
1802    [dix huit cent deux]
```

1812 overture [dix huit cent douze]
Les dix sept ans de Larthe
100 Jahre bauen und schauen [ein hundert]
1500 facts and similes
4½ years in the Italy mission [four and one half]
1940 book of houses [nineteen forty]
1914 diary [nineteen fourteen]
1917 war tax guide [nineteen seventeen]
One hundred and one famous poems
One hundred best books
100 bungalows
150 radio hook-ups [one hundred fifty]
101 metal-working projects [one hundred one]
One thousand and one illustrations
One thousand juvenile delinquents
1001 one minute stories [one thousand one]
1600 business books
Sixteen years in Siberia
$1200 a year
2400 business books
Two thousand years ago

A table of numerals in foreign languages will be found in Appendix III.

b) Numerals at the beginning of such titles as "Annual report," "Course in" "Proceedings," "Report," etc., are to be arranged numerically and not alphabetically

General account	not	First report
First report		Fourth report
Second report		General account
Fourth report		Second report

c) Numerals following headings that are otherwise identical usually indicate a numerical or chronological arrangement. (*See* Rule 38)

11 Words spelled in two ways

See also Hyphened and compound words (Rule 11), Names spelled differently (Rule 15)

a) When title headings begin with a word that may be spelled in two ways (e g. Labor and Labour) choose *one* spelling according to an accepted authority and file all titles under this form. Refer from the other spelling.

Labor and administration
Labour and industry
LABOR AND LABORING CLASSES
Labor economics
Labour in the commonwealth
LABORATORIES
Laboulaye
Labour, see Labor

Ye olde fire laddies
Un de Baumugnes [numeral]
Ye that judge [personal pronoun]

A table of initial articles to be disregarded in foreign languages will be found in Appendix II

8 Punctuation marks Possessive case, etc

See also Inverted titles (Rule 37 f)

In alphabeting titles, disregard punctuation marks and the apostrophe For an exception to this rule, *see* Periodicals (Rule 37 c)

Boy Scouts	Life, a book for a young man
Boycott	Life — a bowl of rice
Boys' clubs	Life after death
Boy's King Arthur	Life — an obstacle race
Boys of '76	Life and art
A boy's town	Life, mind and spirit

9 Numerals

a) Arrange numerals in the titles of books as if spelled out in the language of the rest of the title Spell numerals and dates as they are spoken, but omit the "and" in spoken numerals except at a decimal point between two digits and in mixed numbers

Note The omission of the and is recommended because spoken numerals are so taught in American public schools Many libraries, however, prefer to retain the and because it usually appears on title pages where numerals are written out.

100 as one hundred (not as a hundred)
101 as one hundred one (not as one hundred and one)
1000 as one thousand
1500 as fifteen hundred (not as one thousand five hundred)
1812 as eighteen twelve, if a date otherwise as eighteen hundred twelve (not as one thousand eight hundred twelve)
2,341,406 as two million, three hundred forty-one thousand, *four hundred six*
6½ as six and one half
624 as six hundred twenty-four thousandths
600 024 as six hundred and twenty-four thousandths

This rule is not precise because numerals are not always spoken the same, but it is practical because to file each numeral as if spelled in full raises difficulties for users of the catalog who will look under the spoken word

Acht tage auf ehrenwort
Achtundvierziger
1813 ein cyklus [achtzehnhundert dreizehn]
1812; ein historischer roman [achtzehnhundert zwölf]
Dix, Lester
1802 [dix huit cent deux]

Anti-Semitism yesterday and tomorrow
ANTISLAVERY
Anti-slavery tracts
Cooperative marketing
Co-operative movement
Inter arma
Interaction
Inter-America
Inter-collegiate association
Intercollegiate bureau
Pro patria
Proal, J A
Pro-British history text-books
Pro-musica quarterly
Pro-Palestine federation

12. Names compounded of two words

For the further arrangement of entries under compound personal names, *see* Rules 17 *b*, 18 and 20

Arrange names consisting of two or more words, with or without a hyphen, as separate words.

This includes names beginning with New, Old, East, North, Saint, San, Santa, etc.

New Hampshire
The New republic
New thought
New York
Newark
North Africa
North Haven
North Wales
Northampton

St Petersburg
Saint Vincent
Sainte Beuve
Saintine
San Francisco
San Jose scale
Sanborn
Santa Lucia
Santagnello

An alternative practice found in many reference books and in some libraries is to treat a name beginning with Saint, San, Santa, etc., as a name with a prefix (cf. Rule 13) and to file as one word. This practice is not recommended because Saint, San, etc., are words, not prefixes.

13. Names with a prefix

For Oriental names beginning with an article, *see* Rule 14 *a*.

a) Arrange a name with a prefix as one word.[*] This includes names in which an article or a preposition is written as part of the name and is not transposed, such names as Ap Thomas, D'Arcy, Des Barres, Du Chaillu, Fitz Allen, Le Sage, L'Estrange, MacFingal, O'Neal, Van Allen, Zum Felde, Zur Brücke, ZuTavern, etc.

[*] Cutter 311.

The following alternative arrangement is also an accepted practice but is not as easy to consult unless the user of the catalog knows the exact spelling

b) ALTERNATIVE RULE When title headings begin with a word that may be spelled in two ways, arrange according to the spelling of the title page Refer from one spelling to the other

```
Labor,   see also the spelling  Labour
LABOR AND LABORING CLASSES
Labor economics
LABORATORIES
Laboulaye
Labour,   see also the spelling  Labor
Labour and industry
Labour in the commonwealth
```

11. Hyphened and compound words

See also Compound names (Rules 12-13)

a) Arrange hyphened words as separate words[6]

b) Arrange as one word compound words that are printed as one,[7] but if a compound word is printed sometimes as one word and sometimes as two words (or hyphened) choose one form according to accepted usage[8] and refer from the other form

This rule may also apply to titles beginning with such a compound (e g, Hand book, Hand-book, Handbook) If, however, it is preferred to arrange titles as printed, references should be made from one form to the other (cf Rule 10 b)

```
The book and its story
BOOK-BINDING, see BOOKBINDING
BOOK COLLECTING
Book-hunter
Book of animals
BOOK-PLATES
BOOKBINDING
BOOKPLATES, see BOOK-PLATES
```

c) Arrange as one word, words with a hyphened prefix such as anti-, co-, electro-, ex-, inter-, mid-, non-, pan-, post-, pre-, pro-, re-, trans-, tri-, etc

```
ANTI LANGUAGE
ANTICHRIST
ANTI-INJUNCTION LAW, see INJUNCTIONS
ANTI-RENT TROUBLES, NEW YORK, 1839-1846
ANTISEMITISM, see JEWISH QUESTION
```

---

[6] Cutter 317
[7] Cutter 316
[8] A. M Ball, *Compounding in the English language* (N Y H. W Wilson, 1939)

'Abd Allāh Sfer
Abdala
Abdalian
Abdallah, see also 'Abd Allāh
Abū 'Abd Allah Bahā
Abū 'Abd Allah Muhammad ibn Sa'd
Abū 'Abdallāh ibn Yakub
Abū 'Abdallāh Muhammad ibn Muhammad
Abu al-'Alā
Abū al-Fadl
Abū al-Fidā
Abū al-Walid
Abu 'Ali Jephet, see Japheth ben Eli
Abū Bakr
Abū Sa'id
Abucacim
Abū'l-Fazl, see Abū al-Fadl
Abulafia, Abraham ben Samuel
Abulfeda, see Abū al-Fida
Bar Ali
Bar-Am, Moshe
Bar-hebraeus, Gregorius, see Gregorius, 'Abu al-Faraj
Barabas, Béla
Ben Adhem
Ben Assher
Benade
Benassi

b) Chinese names

Arrange Chinese names by the first part (family name) whether it is separated by a comma or not. But an old Chinese name that consists of only two hyphened syllables (e g, Lao-tzŭ, "the Old one") is to be filed as a two-word phrase

Lao-tzŭ
Laos
Li Chang
Li, Chi
Li Chih-ch'ang
Li, Ching-chen
Li Pung-Chang
Li, Kung-lin, known as Li Lung-mien
Libby
Tai, Chi-t'ao
Tai, Tse Chien
Tai-ping rebellion
T'ai-Shang
Taine

Some libr[illegible]
word becaus[illegible]
made from [illegible]

Defoe	Las Vegas, N M
De la Roche	L'Estrange, Alfred
Delaware	Le Strange, Guy
Del Mar	L'Estrange, Roger
DeMorgan	Los Angeles
El Dorado	Ocantus
Eldorado, Neb	O'Casey
El Paso, Texas	Tenberg
Lasale	Ten Broeke
La Salle	Vancouver
Lassalle	Van Dyke

b) Names beginning with the prefix M' and Mc are filed as if spelled Mac, because they are so pronounced [10]

An explanatory reference should be made from the abbreviated form to the full form, as

M' (or Mc)
Names beginning with M' or Mc are filed as if spelled Mac

Mach	MacLaren, J M
McHale	M'Laren, J T
Machard	McLaren, L L
McHardy	MacLaren, R S

14 Oriental names

a) Mohammedan (Arabic, Persian, Turkish) and Hebrew names

(1) Disregard the initial article al- or el- (or the assimilated forms ad-, ar-, as-, az-) prefixed to Arabic, etc, names (e g, al-Ghazzali) and the article ha- or he- prefixed to Hebrew names But when the article comes between the parts of a name (e g, 'Abd al Latif) it is to be regarded

(2) When a Mohammedan or Hebrew name begins with a part expressing relationship (e g, the Arabic Abd, Abu, Ibn, the Hebrew Ab, Abi, Ben, the Syriac Bar) the parts are to be alphabeted as separate words

This is the practice adopted by the Library of Congress and by a number of American universities and is recommended by the Oriental institute of the University of Chicago European practice favors *arranging as one word*

(*Note* In the following examples, the names are not given in complete cataloging fullness but in sufficient length to illustrate the rule)

'Abd al-Ali
Abd al-Wahid
'Abd Allāh, see also Abdallah
'Abd Allāh ibn Ahmad

[10] Cutter 312.

16 Forename entries (general rules)

a) Alphabet forenames that are the same by the designation or appellative following the name

b) Disregard a numeral following a forename except when necessary to distinguish between forenames with the same designation.

c) In the names of sovereigns, disregard an epithet, such as "the Conqueror," "the Great," etc., when it comes between the forename and the designation When the epithet is familiarly known, a reference should be made from the name alphabeted by the epithet, especially from the English form.[12]

```
Charles II, le Chauve, king of France
Charles IV, le Bel, king of France
Charles IX, king of France
Charles, the Bald, see Charles II, le Chauve,
    king of France
```

d) Disregard a second forename that comes *between* a numeral and a designation, but if the second forename *precedes* the numeral treat as a compound forename and do not disregard.

```
Karl IV, king of Sweden
Karl X Gustaf, king of Sweden
Karl XII, king of Sweden
Karl August, crown prince of Sweden
```

17 Forename entries. Arrangement I (Before surname)

Arrange a forename entry before a surname entry beginning with the same name

a) Arrange forenames that begin with the same name in two main groups as follows —

(1) Forenames followed by a designation of rank, office or other title, such as bishop, brother, emperor, king, prince, pope saint sister, etc Arrange alphabetically by the word indicating rank, etc, disregarding articles and prepositions

(2) Forenames followed by an appellative (epithet byname, descriptive word or phrase used for identification, e g, Thomas, Anglo-Norman poet, Thomas, *of Edessa*, Thomas *Spalatensis*) and forenames compounded of two or more words the second part of which may be a second forename (e g Mary Clare) a family name (e g, Mary Stuart) a name derived from a place (e g, Charles d Or-

[12] The practice of the *A.L.A. cataloging rules* and of the Library of Congress in inserting epithets between the names of so[illegible] ch a [illegible] d by [illegible] (le

15. Names spelled differently

Cf Rule 13 *b*

Arrange separately names that differ in spelling however slightly Refer from one spelling to the other

```
Andersen,  see also the spelling Anderson,
    Anderssen,  Andersson
Andersen, Anders
Andersen, Hans Christian
Anderson,  see also the spellings etc.
Anderson, Arthur
Anderson, James
Anderssen,  see also the spellings etc.
Anderssen, Adolf
Anderssen, Walter
Andersson,  see also the spellings etc.
Andersson, Axel
Clark,  see also the spelling  Clarke
Clark, Allen Culling
Clark, Howard Walton
Clark university
Clarke, Adam
```

Note In the case of forename entries where there is a slight difference of spelling in other than the first syllable, e g., Catharine and Catherine, Elisabeth and Elizabeth, many libraries disregard the difference and file according to the more commonly used spelling, with reference from the other *See* Catherine in the comprehensive example, Appendix V

16.-18. Forename entries

The arrangement of common forename entries presents difficulties to the user of the catalog, who does not know the form of the distinguishing designation chosen by the cataloger nor by what part of the designation the forename is alphabeted A wide diversity of practice in catalogs and reference books indicates that no simple or fully satisfactory method of solving this problem has been found *Two orders of arrangement are offered* by the first (Rule 17) forename entries are filed before surname entries of the same name, by the second (Rule 18) forename entries follow surname entries. *The former arrangement is the generally accepted practice in larger libraries,* the *latter arrangement* may be used by a library of any size but is *particularly recommended to smaller libraries* because its alphabetical order is more intelligible to the average reader [11]

[11] Theresa *Hitchler, Cataloguing for small libraries* Rev ed American library association, 1915. o p p.262-69

many cases, distinguishable in form from single forenames with an appellative.

For libraries that prefer to retain the Cutter arrangement and a separate filing of compound forenames, the following rule is given.—

b) Alternative rule (Cutter order). Arrange entries of a common forename in the following order—

(1) Saints, arranged alphabetically by designation.
(2) Popes, arranged numerically.
(3) Sovereigns, arranged alphabetically by country. (Include queen consorts in this group.)
(4) Princes and noblemen, arranged by chief word in title, disregarding articles, prepositions and the word indicating rank.
(5) Others, arranged alphabetically by appellative or designation having regard to all words, articles and prepositions included.
(6) Arrange compound forenames beginning with the same name after the single forenames. Arrange alphabetically, having regard to all words, articles and prepositions included.

```
John (Saints)
  John, Saint, apostle
  John, of Damascus, Saint, see Joannes, etc
  John, of Nepomuk, Saint, see Jan, etc.
John (Popes)
  John XIII, pope
  John XXI, pope
John (Sovereigns)
  John, king of England
  John III, Sobieski, king of Poland, see Jan III, etc
  John II, king of Portugal, see João II, etc.
John (Noblemen)
  John III, duke of Brabant, see Jean III, etc.
  John, the Fearless, duke of Burgundy, see Jean,
       sans Peur, etc
John (Others)
  John, abbot of Ford
  John, Brother
  John, father
  John, of Gaddesden
  John, of Salisbury, bp. of Chartres
  John of Wales
  John, Prester
  John, son of Zebedee
  John the Baptist
  John, the Painter, see Aitken, James
  John Wallensis, see John of Wales
```

léans), or a phrase (e.g., Mary of the Visitation). Interfile forenames followed by appellatives alphabetically with compound forenames, having regard to all words, articles and prepositions included.

Note: Library of Congress prints appellatives in italics, and all parts of a compound name is bold-faced type. Disregard typography in filing.

```
John (forename)
   John, abbot of Ford
   John, Brother
   John III, duke of Brabant,  see  Jean III,  etc.
   John, the Fearless, duke of Burgundy,  see  Jean,
        sans Peur, etc.
   John, [father]
   John, king of England
   John III Sobieski,  king of Poland,  see  Jan III,  etc.
   John II,  king of Portugal,  see  Joao II,  etc.
   John XIII, pope
   John XXI, pope
   John, Prester
   John, Saint, apostle
   John, son of Sabanis
John  (compound, etc., forenames)
   John de Burgh,  see  Burgo, Joannes de
   John Gabriel
   John of Austria
   John, of Damascus,  Saint,  see  Joannes,  etc.
   John, of Gaddesden
   John of Gaunt, duke of Lancaster
   John of Lancaster, duke of Bedford
   John, of Nepomuk,  Saint,  see  Jan,  etc.
   John of the Cross,  Saint,  see  Juan de la Cruz,  Saint
   John of Wales
   John, the Baptist
   John, the Fearless,  see  Jean, sans Peur, duke of
        Burgundy
   John, the Painter
   John Wallensis,  see  John of Wales
John (surname)
   John, Alois
John (titles, etc.)
   John and Joan
   John of Bordeaux (Old play)
```

Additional examples under Charles, Mary and Thomas will be found in Appendix I

The above arrangement is recommended (1) because the alphabetic order of rank is to be preferred to the Cutter (302) classed order, as simpler for the user of the catalog to whom the order of classes is not self-evident; and (2) because compound forenames are not, in

Charles V, emperor of Germany, see Karl V, etc
Charles family
Charles II, king of France (le Chauve)
Charles II, king of Great Britain
Charles, king of the Franks, see Charlemagne
Charles, le Chauve, see Charles II, king of France (le Chauve)
Charles, le Téméraire, see Charles, duke of Burgundy (le Téméraire)
Charles Louis de Bourbon, duke of Parma
Charles Martel, mayor of the palace
The Charles men
Charles, père
Charles, the Bald, see Charles II, king of France (le Chauve)
Charles, the Bold, see Charles, duke of Burgundy (le Téméraire)
Charles, the Great, see Charlemagne
Charles the Second, a play

*If Rule 20 b is adopted this compound surname will file with the forenames, titles, etc.

19 Surname entries

Arrange headings of the same surname as follows —

a) A surname alone or followed *only* by an appellative or a designation (descriptive phrase title of honor, etc.) precedes the same surname with initials or forenames.

b) A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter

c) When both surnames and forenames are the same, arrange chronologically by date of birth, if known, otherwise by date of death or by period as given in the heading.

d) A name without date precedes the same name with dates. Arrange the names without date by the distinguishing designation following the name

e) A pseudonym files after a real name alone, but before the same name followed by dates. It interfiles alphabetically with other designations

f) Disregard titles of honor and distinction such as Capt., Dr., Hon., Lady Mlle., Mme., Mrs. Sir, etc., before a name and Bp., D.D., F.R.S. LL.D., baron, comte, graf, etc., after a name, unless it is necessary to distinguish between names that would otherwise be identical.

Brown, ---
Brown, Capt
Brown, Mrs
Brown, pseud
Brown, A G

John (compound forenames)
  John de Burgh, see Burgo, Joannes de
  John Gabriel, sister
  John of Austria, see Juan de Austria
  John of Gaunt, duke of Lancaster
  John of Lancaster, duke of Bedford
  John of the Cross, Saint, see Juan de la Cruz, Saint
John (surname)
  John, Alois
John (titles, etc.)
  John and Joan
  John of Bordeaux (Old play)

Note 1 Linderfelt (397) calls for more classes viz., (1) Saints (2) Popes, (3) Emperors, (4) Kings, (5) Sovereign princes, (6) Other princes of sovereign houses, (7) Noblemen, (8) Others. Library practice varies as to the number of classes

Note 2. Some libraries arrange compound forenames after the single forenames in the class to which each belongs

18. Forename entries. Arrangement 2 (After surname)

Arrange a forename entry after the surname entries of the same name, interfiling with titles and other headings beginning with the same word. Include compound forename entries. Alphabet with regard to all words, articles and prepositions included

Additional examples under Mary and Thomas will be found in Appendix I

Charles (surname)
  Charles, David
  Charles, William
  Charles-Roux, François*
Charles (forenames, titles, etc)
  Charles (a title)
  Charles Alexander, duke of Lorraine
  Charles, archduke of Austria, see Karl, etc
  Charles Auchester, a novel
  Charles Borromeo, Saint, see Carlo Borromeo, Saint
  Charles City, Iowa
  Charles, count of Angoulême, duke of Orléans, see
    Charles d'Orléans
  Charles, count of Valois
  Charles d'Orléans
  Charles de Lorraine, duke of Lower Lorraine
  Charles de Saint Paul, see Vialart, Charles, bp
  Charles Dickens in London
  Charles, duke of Burgundy (le Teméraire)
  Charles II, duke of Lorraine
  Charles, duke of Orléans, count of Angoulême, see
    Charles d'Orléans
  Charles Emanuel I, duke of Savoy, see Carlo
    Emanuele I, etc.

Charles V, emperor of Germany, see Karl V, etc
Charles family
Charles II, king of France (le Chauve)
Charles II, king of Great Britain
Charles, king of the Franks, see Charlemagne
Charles, le Chauve, see Charles II, king of France (le Chauve)
Charles, le Teméraire, see Charles, duke of Burgundy (le Teméraire)
Charles Louis de Bourbon, duke of Parma
Charles Martel, mayor of the palace
The Charles men
Charles, père
Charles, the Bald, see Charles II, king of France (le Chauve)
Charles, the Bold, see Charles, duke of Burgundy (le Teméraire)
Charles, the Great, see Charlemagne
Charles the Second, a play

*If Rule 20 b is adopted, this compound surname will file with the forenames, titles, etc

19 Surname entries

Arrange headings of the same surname as follows —

a) A surname alone or followed only by an appellative or a designation (descriptive phrase, title of honor, etc) precedes the same surname with initials or forenames.

b) A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter

c) When both surnames and forenames are the same, arrange chronologically by date of birth, if known, otherwise by date of death or by period as given in the heading

d) A name without date precedes the same name with dates. Arrange the names without date by the distinguishing designation following the name

e) A pseudonym files after a real name alone, but before the same name followed by dates. It interfiles alphabetically with other designations

f) Disregard titles of honor and distinction such as Capt., Dr, Hon. Lady, Mlle., Mme., Mrs., Sir, etc., before a name and Bp., D.D, F.R.S, LL.D., baron, comte, graf, etc., after a name, unless it is necessary to distinguish between names that would otherwise be identical.

Brown, ---
Brown, Capt
Brown, Mrs
Brown, pseud
Brown, A C

Brown, Albert
Brown, Mrs. Augusta
Brown, B. L.
Brown, John
Brown, John, genealogist
Brown, John, of Great Yarmouth
Brown, John, philomath
Brown, John, pseud.
Brown, Sir John
Brown, John, 1716-1766
Brown, John, d 1811
Brown, John, 1810-1882
Brown, John A
Brown, Sir John Abercrombie
Brown, John Allen
Brown, Peter, fl 1776
Brown, Peter, 1764-1863
Brown, R. A
Brown, R Grant
Brown, Ralph
Browne, Charles Albert

20. Surname entries—Compound surnames

a) Arrange surnames compounded of two or more words after the simple surname, but before titles and other headings beginning with the same word

Hall, William
Hall-Quest, Alfred
Hall-Wood, Mary
Hall & Patterson
HALL FAMILY
HALL MARKS
HALL OF FAME

The above rule is based on Cutter (313) If a straight alphabetical order is preferred, adopt the following alternative —

b) ALTERNATIVE RULE Arrange personal surnames compounded of two or more words after the simple surname, interfiled in alphabetical order with titles and other headings beginning with the same word

Hall, William
Hall & Patterson
HALL FAMILY
HALL MARKS
HALL OF FAME
Hall-Quest, Alfred
Hall-Wood, Mary
Hallam, Arthur

21. Names of clan, family, house, dynasty, etc

a) Interfile a surname followed by "clan," 'family,' House of,"

"Dukes of," etc., alphabetically with the titles and other entries following the simple surname Disregard an inversion.

Compound surnames followed by "family," etc., follow their specific form of name

Lloyd, William
Lloyd George, David
LLOYD GEORGE FAMILY
Lloyd-Williams, Richard
Lloyd brothers, Cincinnati
LLOYD FAMILY
Lloyd guide to Australia
Lloyd library

Medici, Lorenzo de', il Magnifico
Medici, Michele
Medici-Tornaquinci, Alfonso Cosimo de'
Medici antiqui omnes
MEDICI, HOUSE OF

b) ALTERNATIVE RULE: If Rule 20 b has been adopted, the order of entries will vary slightly, as follows —

Lloyd, William
Lloyd brothers, Cincinnati
LLOYD FAMILY
Lloyd George, David
LLOYD GEORGE FAMILY
Lloyd guide to Australia
Lloyd library
Lloyd-Williams, Richard

Medici, Lorenzo de'
Medici, Michele
Medici antiqui omnes
MEDICI, HOUSE OF
Medici-Tornaquinci, Alfonso Cosimo de'

22. Firm names

a) Arrange the name of a firm in which forenames or initials follow the first name in its alphabetical place among the personal names.

Arrange a firm name without forename, a compound firm name, or a phrase firm name alphabetically with the titles and other headings following the same name as surname

Fraser, Alice
Fraser, Arthur, 1893-
Fraser, Arthur, and company
Fraser, Charles
Fraser, William
Fraser-Knight, James
Fraser & Charles
FRASER FAMILY
Fraser, firm, booksellers, London
The Fraser murder case
Fraser, Smith & co

b) ALTERNATIVE RULE. If Rule 20 b has been adopted, the order of entries will vary slightly as follows:

Fraser, Alice
Fraser, Arthur, 1893-
Fraser, Arthur, and company
Fraser, Charles
Fraser, William

```
Fraser & Charles
FRASER FAMILY
Fraser, firm, booksellers, London
Fraser-Knight, James
The Fraser murder case
Fraser, Smith & co.
```

23. Nobleman's title and bishop's see

Arrange a nobleman's title under which entry is made, and the name of a bishop's see from which reference is made to the family name, among personal names and not with places

```
Holland, Edward James
Holland, Henry Fox, 1st baron
Holland, Henry Scott
Holland (Province)

London, Alfred
London, Arthur, bp. of, see Winnington-Ingram, Arthur
    Foley, bp of London
London, Jack
London, Conn
```

24. Order of entries

A dictionary catalog theoretically consists of author, subject and title entries interfiled to form a single alphabet, but in actual practice, when the same heading is used for the three kinds of entry, the strictly alphabetic order has been broken down into more or less complex classed arrangements This tendency, in some cases, has been carried to an extreme which renders a card catalog unnecessarily difficult to consult. In recent years there has been a reaction in favor of a more nearly alphabetic arrangement Two orders of arrangement are, therefore, outlined below and are fully explained and illustrated in the rules and examples for arrangement under Place (Rules 31-32), Subject (Rules 33-35) and Title (Rule 37) Both arrangements are in use in libraries of different types and different sizes and both are equally recommended

The first arrangement, designated as the Classed order, is based on Cutter (300) and has long been in general use, although in its application the Cutter rule has been variously interpreted, amplified and modified

The second arrangement is designated as the Alphabetic order, because it retains an alphabetic arrangement wherever practicable

a) Classed order
   (1) When the same word, or combination of words, is used as the heading of different kinds of entry, *adopt the fol-*

lowing order person, place, subject (other than person or place), title

(2) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.

(3) Subdivisions under person, place or subject file after the person, place or subject without subdivision and before other headings beginning with the same word.

```
Love (person)
   Love, John L
   LOVE, JOHN L
   Love, William
LOVE (subject)
   LOVE
   LOVE - POETRY, see LOVE POETRY
   LOVE - QUOTATIONS, MAXIMS, ETC
   LOVE (IN THEOLOGY)
Love (titles, etc )
   Love
   Love and beauty
   Love-letters
   LOVE POETRY
   Love songs, old and new

Baltimore (person)
   Baltimore, Frederick Calvert, 7th baron
Baltimore (place author)
   Baltimore
   BALTIMORE - Board of health
   BALTIMORE - BOARD OF HEALTH
   Baltimore - Fire dept
BALTIMORE (place subject)
   BALTIMORE
   BALTIMORE - DESCRIPTION
   BALTIMORE - HISTORY
   BALTIMORE, OHIO (another place)
Baltimore (titles, etc )
   Baltimore American
   BALTIMORE CO , MD
   Baltimore, past and present
```

b) Alphabetic order

(1) When the same word, or combination of words, is used as the heading of different kinds of entry arrange the entries alphabetically by the word following the entry word. Disregard kind of entry and form of heading except as follows —

(2) Arrange personal surnames before the other entries beginning with the same word.

Fraser & Charles
FRASER FAMILY
Fraser, firm, booksellers, London
Fraser-Knight, James
The Fraser murder case
Fraser, Smith & co

23 Nobleman's title and bishop's see

Arrange a nobleman's title under which entry is made, and the name of a bishop's see from which reference is made to the family name, among personal names and not with places

Holland, Edward James
Holland, Henry Fox, 1st baron
Holland, Henry Scott
Holland (Province)

London, Alfred
London, Arthur, bp of, see Winnington-Ingram, Arthur Foley, bp of London
London, Jack
London, Conn

24. Order of entries

A dictionary catalog theoretically consists of author, subject and title entries interfiled to form a single alphabet, but in actual practice, when the same heading is used for the three kinds of entry, the *strictly alphabetic order has been broken down into more or less complex* classed arrangements This tendency, in some cases, has been carried to an extreme which renders a card catalog unnecessarily difficult to consult In recent years there has been a reaction in favor of a more nearly alphabetic arrangement Two orders of arrangement are, therefore, outlined below and are fully explained and illustrated in the rules and examples for arrangement under Place (Rules 31-32), Subject (Rules 33-35) and Title (Rule 37) Both arrangements are in use in libraries of different types and different sizes and both are equally recommended

The first arrangement, designated as the Classed order, is based on Cutter (300) and has long been in general use, although in its application the Cutter rule has been variously interpreted, amplified and modified

The second arrangement is designated as the Alphabetic order, because it retains an alphabetic arrangement wherever practicable

a) Classed order
(1) When the same word, or combination of words, is used as the heading of *different kinds of entry, adopt the fol-*

25.-26. ARRANGEMENT UNDER AUTHOR

Rule 25 covers the general alphabetic arrangement of entries under an author's name

When, however, under a classic or voluminous author, the alphabetic order becomes difficult to consult because of the number of titles, editions, translations, etc., a grouping of entries should be introduced. Rule 26 a offers a simple grouped arrangement, adapted to the use of [illegible]

25. General arrangement under author

Under an author's name, personal or corporate, arrange the entries in two files (*a*) works by the author, (*b*) works about the author

a) Works *by* the author

(1) Arrange in one file all the entries, both main and secondary, for a person as author, joint author, compiler, editor, illustrator, translator and general added entry. Subarrange alphabetically by the title of the book.

Note An earlier practice still followed in some libraries, is to arrange the secondary author entries in a separate alphabet after the main author entries. This practice is not recommended because users of the catalog overlook entries so filed.

(2) In interfiling the secondary author entries with the main author entries, disregard the main author heading on the secondary entry cards and subarrange by title. To make this clear, underline the word in the title by which the entry is subarranged, or line out the main entry heading.

Optional exception When a secondary entry is the editor or translator of another person's work, especially in the case of classic authors, subarrange by the main author heading instead of by the title. But do not do so if the editor or translator may be looked for as the author of the book either because of the wording or typography of the title page or because the editorial work is as important as the text. Since this is a matter of judgment, the filing should be clearly indicated by the cataloger

(3) At the beginning of a title the author's name, even in the possessive case, may be disregarded, but not if it forms an integral part of the title.

This almost universal practice is adopted for practical convenience because users of the catalog may not know the designation or forename of the person sought and are confused and annoyed at having to search through so many entries that are not personal names

Note *Small libraries may prefer to interfile personal names also* [13]

(3) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name

(4) When title and subject headings are identical, file the title entries after the subject entries

This segregation of title entries facilitates the search for a title when the author is not known, especially when the subject entries are numerous In order that the title entries may not be overlooked, a guide-card should be used

When, however, subject entries are few or the subject is a place, the title entries may be interfiled with the subject entries arranging by the main heading of the book This practice is recommended to small libraries (cf Rule 32 c)

```
Love, John L
LOVE, JOHN L
Love, William
LOVE
Love
Love and beauty
LOVE (IN THEOLOGY)
Love-letters
A love match
LOVE POETRY
LOVE - QUOTATIONS, MAXIMS, ETC
Love songs, old and new

Baltimore, Frederick Calvert, 7th baron ,
Baltimore American
Baltimore and Ohio magazine
BALTIMORE CO , MD
Baltimore, Md [14]
BALTIMORE, MD
Baltimore Md   Board of health
BALTIMORE, MD  BOARD OF HEALTH
BALTIMORE, MD  - DESCRIPTION
Baltimore, Md  Fire dept
BALTIMORE, MD  - HISTORY
Baltimore, Ohio
Baltimore, past and present
Baltimore weekly magazine
```

[13] S G Akers, *Simple library cataloging* (Chicago American library association, 1927), p 70

[14] The name of the state has to be inserted to maintain the alphabetic order (*See* Rule 32 d *Note*)

Editions of the same title and same publisher or editor are subarranged by date.

Variations in subtitle may usually be disregarded

```
McPherson
  A course in general chemistry   4th ed   1936
                                  2d ed    1921
  ______                                   1915
  ______                                   1913
  ______

Stevenson
  A child's garden of verses, N Y , Appleton, 1923
                              N Y , Crowell, c1918
  ______                    Cambridge, Eng , Heffer, 1922
  ______ illus by Burd      Akron, O , Saalfield, 1929
  ______                    N Y , Scribner, 1909
  ______ with illus by Smith   N Y , Scribner, 1930
  ______ illus by Noé          N Y , Sears
  ______ , introd and notes by Weekes  Philadelphia,
                                    Winston, 1928
```

Note The Stevenson example shows arrangement by publisher Arrangement by illustrator is shown in the Lang example following by editor in the examples under Rule 26.

(7) Translations Either of the following arrangements may be used. The second is suitable for large collections and for voluminous authors.

(a) Arrange each translation alphabetically by its own title. A note under the English title may be used to refer to the title under other languages, if needed.

```
Maeterlinck
  Der blaue vogel
Maeterlinck
  The blue bird
     The library has this book also in French
   (L'oiseau bleu) and in German (Der blaue vogel)
Maeterlinck
  Death
Maeterlinck
  Monna Vanna
Maeterlinck
  La mort
Maeterlinck
  L'oiseau bleu
```

(b) ALTERNATIVE RULE Arrange translations alphabetically by language immediately after the original title The original title and the language of the translation should appear in the heading of the card. Refer from the title of the translation.

(For an alternative arrangement see Rule 26 c)

```
Cicero
   (Ciceron ) L'amitié
   (Cicero's) Offices
   (Cicero:) select orations
   (Cicero's) selected orations
Shakespeare
   (Shakespeare's) As you like it
   (Shakespeare's) historical plays
    Shakespeare adaptations
    Shakespeare's genius
```

(4) Analytics Alphabet an author analytic by the title of the analytic, not by the title of the book If there are two analytics of the same title subarrange by the main entry of the book

If the title of an analytic and of a separate work are the same, file the separate work first, disregarding a subtitle or a second title, if any

```
O'Neill
   The emperor Jones, Different, The straw
O'Neill
   The emperor Jones (In Church  Curtain!)
O'Neill
   The emperor Jones (In Locke  Plays of Negro
       life)
```

Note It is clearer if the title as well as the author of the analytic is typed in the heading Otherwise the analytic title should be underlined where it appears on the card

(5) Criticisms File a criticism of a particular title, edition or translation, immediately after the entry for that title, edition or translation

(6) Editions Editions of the same title may be variously arranged depending partly on the character of the material and partly on the type of library to be served

For scientific, technical and other factual material, arrangement by date is usually important The latest edition may be filed first by arranging the dates in reverse order

For belles-lettres, arrangement by publisher, editor, translator, or illustrator is to be preferred in public libraries Editions with or without editor, when better known by series (e g Loeb classics), should be arranged by series Arrangement by date better meets the needs of university libraries but may be used wherever preferred (Cf Rule 26 *b*)

Editions arranged by date only, should precede editions arranged by publisher, editor, etc

Editions of the same title and same publisher or editor are subarranged by date.

Variations in subtitle may usually be disregarded

```
McPherson
  A course in general chemistry   4th ed   1930
                                  2d ed    1921
  ______                                   1915
  ______                                   1913

Stevenson
  A child's garden of verses, N Y , Appleton, 1923
                              N Y , Crowell, c1918
  ______                      Cambridge, Eng , Heffer, 1922
  ______ illus  by Bird       Akron, O , Saalfield, 1929
  ______                      N Y , Scribner, 1909
  ______ with illus  by Smith   N Y , Scribner, 1930
  ______ illus  by Roe          N Y , Sears
  ______ , introd  and notes by Weekes  Philadelphia,
                                        Winston, 1928
```

Note The Stevenson example shows arrangement by publisher Arrangement by illustrator is shown in the Lang example following by editor in the examples under Rule 26.

(7) Translations Either of the following arrangements may be used. The second is suitable for large collections and for voluminous authors.

(a) Arrange each translation alphabetically by its own title. A note under the English title may be used to refer to the title under other languages, if needed.

```
Maeterlinck
  Der blaue vogel
Maeterlinck
  The blue bird
     The library has this book also in French
  (L'oiseau bleu) and in German (Der blaue vogel)
Maeterlinck
  Death
Maeterlinck
  Monna Vanna
Maeterlinck
  La mort
Maeterlinck
  L'oiseau bleu
```

(b) Alternative rule: Arrange translations alphabetically by language immediately after the original title. The original title and the language of the translation should appear in the heading of the card. Refer from the title of the translation.

(For an alternative arrangement see Rule 26 c)

Cicero
(Ciceron) L'amitié
(Cicero's) Offices
(Cicero:) select orations
(Cicero's) selected orations
Shakespeare
(Shakespeare's) As you like it
(Shakespeare's) historical plays
Shakespeare adaptations
Shakespeare's genius

(4) *Analytics* Alphabet an author analytic by the title of the analytic, not by the title of the book If there are two analytics of the same title subarrange by the main entry of the book

It the title of an analytic and of a separate work are the same, file the separate work first, disregarding a subtitle or a second title, if any

O'Neill
The emperor Jones, Different, The straw
O'Neill
The emperor Jones (In Church. Curtain!)
O'Neill
The emperor Jones (In Locke Plays of Negro life)

Note It is clearer if the title as well as the author of the analytic is typed in the heading Otherwise the analytic title should be underlined where it appears on the card

(5) Criticisms File a criticism of a particular title, edition, or translation immediately after the entry for that title, edition or translation

(6) *Editions* *Editions of the same title may be variously arranged depending partly on the character of the material and partly on the type of library to be served*

For scientific, technical and other factual material, arrangement by date is usually important The latest edition may be *filed first by arranging the dates in reverse order*

For belles-lettres, arrangement by publisher, editor, translator, or illustrator is to be preferred in public libraries Editions with or without editor, when better known by series (e g Loeb classics), should be arranged by *series* Arrangement by date better meets the needs of university libraries but may be used wherever preferred (Cf Rule 26 b)

Editions arranged by date only, should precede editions arranged by publisher, editor, etc

LANG, ANDREW
THE MAKING OF RELIGION
Tyrrell, George
The faith of the millions, v 2

Lang, Andrew, tr
Homerus
The Odyssey

Lang, Andrew
La Pucelle de France

Lang, Andrew, ed.
The red fairy book . with numerous illus by A J Ford and Lancelot Speed London, Longmans, 1890

——, with illus by M DeV Lee Philadelphia, Macrae Smith, [1927]

—— introd and notes by M D Holmes, illus , by Frederick Richardson Philadelphia, Winston, [1930]

——, illus by Gustaf Tenggren Philadelphia, McKay, 1924

Lang, Andrew, jt auth
Haggard, Sir H R
The world's desire

LANG, ANDREW
Gordon, G S
Andrew Lang

LANG, ANDREW
Rait, R S
Andrew Lang as historian

If the optional exception (*a* 2) is adopted, the order of entries would vary as follows —

Lang, Andrew
Adventures among books

Lang, Andrew
Complete works

Lang, Andrew
Homer and the epic

Lang, Andrew, tr
Homerus
The Iliad

Lang, Andrew, tr
Homerus
The Odyssey

Lang, Andrew, ed
Lang, Mrs Leonora Blanche
Book of saints and heroes

Lang, Andrew
The making of religion

```
Maeterlinck
  The blue bird
      Translations are filed alphabetically by
       language after the original title
       L'oiseau bleu
Maeterlinck
  La mort
Maeterlinck    (La mort  English)
  Death
Maeterlinck
  L'oiseau bleu
Maeterlinck    (L'oiseau bleu  English)
  The blue bird
Maeterlinck    (L'oiseau bleu  German)
  Der blaue vogel
```

(*Note* Only one reference is shown in the above examples)

b) *Works about the author*

(1) Arrange in a second file the entries for works about the author, alphabeting by the main entry of the book, or, if an analytic, by the author of the analytic

Exception The subject entry for a criticism of an individual title files immediately after the author entries for the title (cf a 5 preceding)

(2) Arrange subject subdivisions alphabetically by the subdivision (*See* examples under Rule 26)

```
Lang, Andrew
   Adventures among books

   Lang, Andrew,  ed
Lang, Mrs Leonora Blanche
   Book of saints and heroes

Lang, Andrew
   Complete works

Lang, Andrew
   Homer and the epic

   Lang, Andrew,  tr
Homerus
   The Iliad

Lang, Andrew
   Late Jacobite tracts (In Bibliographica    )

Lang, Andrew
   The Maid of France
        The library has this title also in
        French (La Pucelle de France)

Lang, Andrew
   The making of religion
```

Note For public libraries, arrangement under the best known English title may be preferred, with reference from the original title, e.g., under Cicero use the title Friendship and refer from Amicitia, De amicitia, Laelius.

(4) Works about the author
See Rule 25 *b*

Cicero Complete works Latin text
Arranged by editor, series or publisher, disregarding wording of title

Opera ed stereotypa	1816-22?
Opera	Baiter 1860-69
M Tullii Ciceronis opera	Ernesti 1810
M Tullii Ciceronis opera omnia	Ernesti 1819
Opera	Gronovius 1692
Scripta quae manserunt omnia	Klotz 1855-83
M Tullii Ciceronis opera	Lallemand 1768
Opera	Olivet 1758

Cicero Complete works (Translations)
Arranged by language and under language by translator

The works of Cicero	English	
Oeuvres	French	Du Ryer
Oeuvres complètes	French and Latin[16]	Nisard
Oeuvres complètes	French	Prévost

Cicero Selected works Selections, etc (Latin text)
Arranged by title

Ars oratoria; selections
Cicero's correspondence
Cicero's idioms
De officiis; De amicitia, De senectute, Paradoxa [17]
Eleven orations of Cicero
EPISTOLAE
  Boot Observationes criticae
Epistolae ad familiares
EPISTOLAE AD FAMILIARES 1474
  Scholderer A supposed Foligno edition of 1474
(Cicero's) essays on old age and friendship; and
  Cicero's Oration for Milo
Extracts from Cicero
Offices, essays and letters of Cicero
Orationes et epistolae selectae
Orations; ed by Moore
Orations; ed by Yonge
Select orations and letters
(Cicero): ten orations and selected letters
Thesaurus

Cicero Selected works Selections (Translations)
Arranged by language and under language by translator [18]

[16] May be arranged with original texts if preferred.
[17] May file among Single works under first title if preferred
[18] May file by title under language, if preferred.

```
Lang, Andrew, jt auth
Haggard, Sir R.H
The world's desire
```

For an arrangement under Shakespeare, see the Comprehensive example, Appendix V

26. **Special arrangement under classic and voluminous authors**

It is difficult for users of the catalog to locate a specific title, edition or translation under a classic author in even a medium-sized collection, therefore great care should be taken that guide-cards indicate clearly the grouping and arrangement of entries Notes on the guide-cards should explain the order and method of alphabeting within each group

a) Arrangement 1

Arrange entries in the following main groups (1) Complete, *or nearly complete, works,* (2) *Selected works,* Selections, etc., (3) Single works, (4) Works about the author

(1) Complete works

Disregard wording of title and arrange by editor, or, if no editor, by series or publisher if well known, otherwise by date (cf Rule 25 *a* 5-7)

(2) Selected works (partial collections, collected fragments and spurious works) Selections (anthologies, quotations, etc) Arrange by *title* and subarrange according to Rule 25 *a*

Note 1 When the title of a partial collection, consisting of two or more works begins with the title of the first work (e g, Cicero, De senectute et De amicitia), the entry is probably better filed with the entries for the first work under *Single* works, disregarding the other titles in the entry Added entry may be made for the other title or titles

Note 2 Selections (anthologies, extracts, quotations and other miscellanea) *may, if preferred* form a separate group arranged before or after Single works.

(3) *Single works* (*including fragments of a single work and single spurious or attributed works*)

Arrange alphabetically by the best-known title in the original language [15] Indicate the titles by guide-cards and refer from other forms of the title and from well-known forms of the English title

Under each title subarrange the entries like *Complete* works

[15] It is suggested that the Library of Congress Classification schedules for class P-PZ (Literature) be used to establish the original titles.

Somnium Scipionis
Conway From Orpheus to Cicero

CICERO <u>Works about</u>
Boissier
Cicero and his friends
Conway
Makers of Europe
Caesar the destroyer <u>The originality of Cicero</u>
Peterson
Cicero, a biography

CICERO – BIBLIOGRAPHY
CICERO – LANGUAGE

Shakespeare <u>Complete works</u> (Includes complete dramatic works)
Arranged by editor etc., disregarding wording of title
Shakespeare's comedies, histories and tragedies 1623 (repr 1902)
Mr William Shakespeare's comedies, histories and tragedies 1632 (repr 1909)
Complete works 1903-?
Bell's edition of Shakespeare
The family Shakespeare, ed by Bowdler
Complete works, ed by Craig (Oxford Shakespeare)[19]
Oxford Shakespeare the complete works, ed by Craig[20]
Works ed by Gollancz (Temple Shakespeare)[19]
Pictorial edition ed by Knight 1839-43
Knights cabinet edition 1851
Pictorial edition ed by Knight 2d rev ed 1857

Shakespeare <u>Complete works</u> (<u>Translations</u>)
Arranged by language and under language by translator

Shakespeare'n draamoja	Finnish	Cajender
Oeuvres dramatiques	French	Duval
Oeuvres complètes	French	Guizot
Shakespeare's dramatische werke	German	Schlegel

Shakespeare <u>Poetical works</u> (<u>Collected</u> <u>and</u> <u>Selected</u>)
For the Sonnets alone, and for single poems (e.g., Venus and Adonis) see the file of Single works. Collections and selections of the poems are arranged by title.
A book of Shakespeare's songs
Poems (Ariel edition)
Poems ed by Brooks
Poetical works of Shakespeare and Jonson
Songs and sonnets, ed by Palgrave
Songs and sonnets, illus by Robinson
Songs from the plays
Under the greenwood tree, songs from the plays

---

[19] May be arranged by series, if preferred.
[20] May be arranged by "Oxford," if preferred.

Cicero's essays on Old age and Friendship; also his Paradoxes — English — Edmonds
Cicero's three books of offices; also his Cato major... [etc.] — English — Edmonds
Letters to several of his friends — *English* — *Melmoth*
Letters to his friends (Loeb classics) — English — Williams
Lettres de Cicéron à ses amis — French and Latin — Prévost

Cicero. Single works
Academica (Academicae quaestiones)
Amicitia, see Laelius
Ars rhetorica, see Rhetorica
Brutus (De claris oratoribus)
Cato major de senectute. (Latin text)
Laelius et Cato major
De senectute, dialogue on old age — Allen
Caxton: Tulle Of olde age — Caxton & Sussebach
Cato major de senectute. Laelius — Crowell
De senectute et De amicitia — Dillaway
Cato major de senectute — Huxley
Cato major et Laelius — *Stickney*
Cato major de senectute. (Translations)
Arranged by language and under language by translator
A defense of old age... — *English* — *Houghton*
Cato major; or A discourse on old age... — *English* — *Logan*
Cato, or An essay on old age... — English — Melmoth
Consolatio
De amicitia, see Laelius
De claris oratoribus, see Brutus
De consolatione, see *Consolatio*
De fato
De finibus bonorum et malorum
De inventione rhetorica, see Rhetorica
De officiis
De officiis. Atzert
De officiis; tr .. M'Cartney
DE OFFICIIS
Adams. De officiis et paradoxa
Nelson. De officiis in Christian thought
De senectute, see *Cato major*
Dream of Scipio, see *Somnium Scipionis*
Friendship, see Laelius
Laelius de amicitia
Laelius et Cato major — 1854
De senectute et De amicitia — Crowell
Laelius de amicitia — Reid
Cato major et Laelius — Stickney
Laelius; a dialogue on friendship — Shuckburgh
Officia, see De officiis
Old age, see Cato major
On friendship, see Laelius
On old age, see Cato major
Rhetorica

King henry IV
  King henry the Fourth
King henry IV, part 1
  The historie of henrie the Fourth Part 1
King henry IV, part 2
  The second part of King henry the Fourth
King henry IV, part 2 (Translations)
  Enrico IV (parte seconda) tr Angeli Italian
King Richard III
  Richard the Third, a tragedy
Locrine [spurious and doubtful work], see Locrine
Much ado about nothing
  The comedy of Much ado about nothing
Raigne of King Edward the Third, see Edward III
    (Drama)
Richard III, see his King Richard III
Songs, see the file of Poetical works preceding
Sonnets
  Shake-speares Sonnets 1609 (repr. 1926)
  Sonnets, and A lover's complaint Alden
  The original order of
      Shakespeare's sonnets Bray
  Shakespeare's sonnets Brooke
  The sonnets Mosher, publ
Sonnets (Translations)
  Le secret de Shakespeare,
      les sonnets French L'hermedé
  Shakespeare sonnets German George 1909
  Sonnette German George 1931
  Sonetos Spanish Astrana Marín
Sonnets (Criticism)
  Godwin A new study of the sonnets
  Hitchcock Remarks on the Sonnets
Taming of the shrew
  A modern prompt book of Taming of
      the shrew Bacon and Kennedy
  The taming of the shrew Coriolanus Booklovers ed
  Catharine and Petruchio Garrick
  The taming of the shrew, a comic
      opera by Goetz
    [a secondary entry with main entry under Goetz]
  Shakespeare's comedy of the Taming
      of the shrew Rolfe
Taming of the shrew (Translations)
  Kunst über alle Künste German Kohler
  Der widerspenstigen Zähmung German Weber
Two noble kinsmen, see Fletcher, John The two noble
    kinsmen
Venus and Adonis
  Adaptation of Shakespeare's poem Venus and Adonis
The winter's tale
  The comedy of the winter's tale, abr by Hiestand
  Shakespeare's The winter's tale ed by Hudson

Shakespeare Poetical works. (Translations)
Arranged by language and under language by translator
Poems et sonnets French Lafond

Shakespeare. Poetical works. (Criticism)
Lloyd, W W. Critical essays on the lays of Shakespeare

Shakespeare. Selected works. Selections, etc.
Arranged by title
For selections from the poetical works, see the file of *Poetical works* preceding
Aphorisms from Shakespeare
The beauties of Shakespeare
The children's Shakespeare
Comedies; ed. by Craig
Doubtful plays
Five plays of Shakespeare
Longman's school Shakespeare
The masques of Psyche [scenes]
Shakespeare adaptations
Shakespeare apocrypha
A Shakespeare festival [a secondary entry with main entry under Simons]
Shakespearean comedies; ed. by Hale
Tragedies, ed. by Craig
The will

Shakespeare. Selected works. (Translations)
Arranged by language
Shakespeare anthologie German
Dramas [4 plays]; tr by Moratin Spanish

Shakespeare. Single works
Arranged under each work by editor, series, etc., disregarding the wording of the title[21]
As you like it
As you like it; ed by Darton (Bankside edition)[22]
As you like it (Ben Greet Shakespeare)
Shakespeare's As you like it Cooper
The comedy of As you like it (Eclectic classics)
Shakespeare's comedy of As you like it Rolfe
As you like it (Translations)
A piacer vostro Italian
Catharine and Petruchio, see his Taming of the shrew
Edward III, see Edward III (Drama)
Hamlet
Shakespeare's tragedy of Hamlet
Henry IV, see his King Henry IV
Julius Caesar
The plays of Shakespeare The tragedy of Julius Caesar

[21] Arrangement by title can be used, if preferred.
[22] Arranged by edition because better known, but arrangement by editor would also be correct.

(4) Single works

Arrange alphabetically by the best known title in the original language (cf. 26 a3) Under each title subarrange as follows —

(a) Texts in the original language. Arrange like Complete works.

(b) Translations. Arrange as under Complete works.

(c) Criticisms, etc. Arrange alphabetically by author of the criticism. *Exception* a criticism of a particular edition or translation files immediately after that edition or translation.

(5) Spurious and doubtful works

Arrange (*a*) Collections, (*b*) Single titles. Under each *subarrange* like *Complete works*.

(6) Selections: anthologies, etc.

Arrange like Complete works. If preferred, the subarrangement under original texts and translations may be by title

(7) Subject entries

See Rule 25 *b*

c) Arrangement 3 (ALTERNATIVE rule for large collections)

The distinguishing characteristic of this alternative arrangement is that translations and criticisms form separate groups following the entire body of original texts.

Arrange the entries in the following main groups.—1. Original texts, 2. Translations, 3. Biography and general criticism, 4. Criticism of individual works, 5. Other subject entries

(1) Original texts

Arrange as follows:—

(a) Complete works

(b) Selected works

(c) Single works

(d) Spurious and doubtful works

(e) Selections

Subarrange each section as in 26 b 1-6, omitting translations and criticisms.

(2) Translations

Arrange by language and under language subarrange according to the sections *a-e* under Original texts.

Note English translations may be placed first, if preferred.

SHAKESPEARE *Works about*
SHAKESPEARE – ADAPTATIONS
SHAKESPEARE – AUTHORSHIP
SHAKESPEARE – BIBLIOGRAPHY
SHAKESPEARE – COMEDIES
SHAKESPEARE – CONCORDANCES, INDEXES, ETC
etc , etc

For a simplified arrangement of Shakespeare according to Rule 25 see the Comprehensive example, Appendix V

b) Arrangement 2 (For large reference collections)[23]

Arrange entries in the following main groups —1 Complete works, 2 Selected works Partial collections (miscellaneous), 3 Selected works Particular groups, 4 Single works, 5 Spurious and doubtful works, 6 Selections anthologies, extracts, quotations, etc , 7 Subject entries

(1) Complete works

Arrange in the following order —

(a) *Manuscripts and facsimiles of manuscripts*

Arrange by date A facsimile is arranged by date of the original.

(b) Texts in the original language

Arrange first by date and then by editor, disregarding variations in the wording of the title Supply approximate date Facsimiles and reprints are arranged first by date of the original and secondarily by date of the reprint

(c) Translations

Arrange alphabetically by language and under language subarrange by date

(d) Criticisms of a particular edition or translation

Arrange immediately following the text of that edition or translation

(2) Selected works partial collections

Arrange like Complete works

(3) Selected works particular groups

Arrange alphabetically by the best known group-title in the original language, and under each group-title arrange the entries like Complete works

Note If th… not desired, other partial … with the Single works (4)

[23] Since any general scheme has to be adapted to the individual author no examples are given under Rules 26 b and 26 c

(4) Single works

Arrange alphabetically by the best known title in the original language (cf. 26 a3) Under each title subarrange as follows —

(a) Texts in the original language Arrange like Complete works.

(b) Translations. Arrange as under Complete works.

(c) Criticisms, etc. Arrange alphabetically by author of the criticism. *Exception* a criticism of a particular edition or translation files immediately after that edition or translation.

(5) Spurious and doubtful works

Arrange (*a*) Collections, (*b*) Single titles. Under each subarrange like Complete works.

(6) Selections anthologies, etc.

Arrange like Complete works. If preferred, the subarrangement under original texts and translations may be by title

(7) Subject entries

See Rule 25 *b*

c) Arrangement 3 (ALTERNATIVE rule for large collections)

The distinguishing characteristic of this alternative arrangement is that translations and criticisms form separate groups following the entire body of original texts.

Arrange the entries in the following main groups —1. Original texts, 2. Translations 3 Biography and general criticism, 4. Criticism of individual works 5. Other subject entries

(1) Original texts

Arrange as follows —

(a) Complete works
(b) Selected works
(c) Single works
(d) Spurious and doubtful works
(e) Selections

Subarrange each section as in 26 b 1-6, omitting translations and criticisms.

(2) Translations

Arrange by language and under language subarrange according to the sections *a-e* under Original texts.

Note English translations may be placed first, if preferred.

(3) Biography and general criticism
Arrange by main entry

(4) Criticism of single works
Arrange by the title of the Single work and subarrange by the author of the criticism.

(5) Other subject entries
See Rule 25 b

27 **Corporate entries (Institutions, organizations, societies, etc)**

For corporate entries under country, state city, etc, *see* Place arrangement (Rules 31-32) and example under U S Congress (Rule 38 c)

a) Under the corporate author headings for institutions, societies etc (e g, churches, denominations, museums universities, etc.) arrange titles and added entries according to the rules adopted for personal author entries (Rule 25)

b) Arrange subdivisions, both author and subject, in one alphabet

Baptists Alabama
Baptists *Alabama State convention*
BAPTISTS BIOGRAPHY
Baptists Board of education
BAPTISTS HISTORY
Baptists Massachusetts Berkshire association
BAPTISTS OREGON
Baptists Oregon General association
BAPTISTS U S

Catholic church
CATHOLIC CHURCH
CATHOLIC CHURCH BIBLIOGRAPHY
Catholic church Catechisms
CATHOLIC CHURCH *CATECHISMS AND CREEDS*
Catholic church Councils
CATHOLIC CHURCH DISCIPLINE
CATHOLIC CHURCH HISTORY
Catholic church Liturgy and ritual
CATHOLIC CHURCH LITURGY AND RITUAL
Catholic church *Pope*
Catholic church Treaties

Harvard university
HARVARD UNIVERSITY
Harvard university Arnold arboretum
HARVARD UNIVERSITY BIOGRAPHY
Harvard university Class of 1883
Harvard university Class of 1901
Harvard university Dental school
Harvard university Dramatic club
HARVARD UNIVERSITY EXAMINATIONS

Harvard university Harvard alumni association
Harvard university Library
HARVARD UNIVERSITY LIBRARY

When a large number of entries exist under a corporate heading a special scheme of arrangement may become advisable. Author and subject entries may be separated, and/or geographical subdivisions may be formed into a separate group. The Library of Congress indicates by the use of bold faced type that, under a university, entries for alumni, student and similar organizations (e.g., Harvard university Class of 1901, Harvard university Dramatic club) may be filed separately. Such variations from a single alphabet should be made by large libraries as the need for them arises.

28-30 ANONYMOUS CLASSICS BIBLE AND OTHER SACRED BOOKS

Variation of cataloging practice in the formation of Bible and other anonymous classic headings makes it difficult to formulate a generally acceptable filing arrangement. The Library of Congress is revising its Bible headings to give language division precedence over form division in main-entry headings, e.g., Bible. *English Selections* instead of Bible Selections. *English*, and by using the latter as an added entry, makes possible a double arrangement. *See* Conspectus of L.C. Bible arrangement, Appendix IV. Since few libraries require this elaborate system of double entries and double arrangements, the following schemes are recommended —

Rule 28 is an arrangement, based on the Library of Congress revised headings, that is *suitable for large collections*.

Rule 29 is a simplified, more nearly alphabetic arrangement, *suitable for smaller and medium sized collections*

For a strictly alphabetical arrangement for small collections, see Appendix V

28. **Bible. For large collections, based on Library of Congress revised headings.**

Arrange Bible entries in groups in the following order —

a) Bible Manuscripts

Arrange by language and under each language by parts. Refer from the parts, viz. Bible O T Manuscripts, *see* Bible Manuscripts. Language O T

b) Bible as a whole

(1) Texts arrange alphabetically by language. A polyglot Bible may file before the single languages or in its alphabetical place

Under each language subarrange in two main groups —

(3) Biography and general criticism
Arrange by main entry

(4) Criticism of single works
Arrange by the title of the Single work and subarrange by the author of the criticism.

(5) Other subject entries
See Rule 25 *b*

27 Corporate entries (Institutions, organizations, societies, etc)

For corporate entries under country, state city etc, *see* Place arrangement (Rules 31-32) and example under U S Congress (Rule 38 c)

a) Under the corporate author headings for institutions, societies etc (e g, churches, denominations, museums universities etc.) arrange titles and added entries according to the rules adopted for personal author entries (Rule 25)

b) Arrange subdivisions, both author and subject in one alphabet.

```
Baptists   Alabama
Baptists   Alabama   State convention
BAPTISTS   BIOGRAPHY
Baptists   Board of education
BAPTISTS   HISTORY
Baptists   Massachusetts   Berkshire association
BAPTISTS   OREGON
Baptists   Oregon   General association
BAPTISTS   U S

Catholic church
CATHOLIC CHURCH
CATHOLIC CHURCH   BIBLIOGRAPHY
Catholic church   Catechisms
CATHOLIC CHURCH   CATECHISMS AND CREEDS
Catholic church   Councils
CATHOLIC CHURCH   DISCIPLINE
CATHOLIC CHURCH   HISTORY
Catholic church   Liturgy and ritual
CATHOLIC CHURCH   LITURGY AND RITUAL
Catholic church   Pope
Catholic church   Treaties

Harvard university
HARVARD UNIVERSITY
Harvard university   Arnold arboretum
HARVARD UNIVERSITY   BIOGRAPHY
Harvard university   Class of 1883
Harvard university   Class of 1901
Harvard university   Dental school
Harvard university   Dramatic club
HARVARD UNIVERSITY   EXAMINATIONS
```

Bible Manuscripts

Bible Manuscripts, Church Slavic N T Gospels
Bible Manuscripts, Gothic Codex argenteus
Bible Manuscripts, Greek Codex vaticanus
BIBLE MANUSCRIPTS, GREEK CODEX VATICANUS
Bible Manuscripts, Greek O T Genesis
Bible Manuscripts, Greek N T Codex vaticanus
Bible Manuscripts, Latin O T Psalms
BIBLE MANUSCRIPTS
Bible Manuscripts Facsimiles

Bible Texts, arranged by language
Bible Polyglot 1901
Bible Armenian
Bible English 1881 Revised
Bible English 1911 Authorized
Bible English 1922 Moffatt
Bible English 1931 Authorized
Bible English Paraphrases 1902
The Christ of the ages in words of Holy writ
Bible English Paraphrases 1934
The Bible in song
Bible English Selections 1887
Commands and promises for daily meditations
Bible English Selections 1911
The busy man's Bible
Bible English Selections 1915
Gems from the Bible
Bible English Selections 1918-21
The shorter Bible
Bible English Selections 1929
Familiar Bible quotations
Bible French 1856 Martin
Bible French 1858 Martin
Bible French Selections
Bible German 1580 Luther
Bible German 1865 Allioli
Bible German Paraphrases
Bible Portuguese

BIBLE SUBJECT
BIBLE — BIBLIOGRAPHY
BIBLE — COMMENTARIES
BIBLE — HISTORY
BIBLE — HISTORY OF BIBLICAL EVENTS
BIBLE — INTRODUCTIONS

Bible Old Testament Texts
Bible O T Manuscripts
see Bible Manuscripts
Bible O T English 1917
Bible O T English 1920
Bible O T English Selections 1904
Narratives of the beginnings of Hebrew history

(a) By date, and then by version or editor

ALTERNATIVE Libraries that prefer to keep versions together may do so by arranging first by version or editor and then by date entries with date only preceding those arranged by version, viz,

Bible	English	1811	
	English	Authorized	1611
	English	Authorized	1763
	English	*Douai*	*1852*
	English	Fenton	1938
	English	Geneva	1590
	English	Moffatt	1926
	English	*Moffatt*	*1935*

(b) By form division, alphabetically, as

Bible	*Language*	*Lessons, Liturgical*
Bible	Language	Paraphrases
Bible	Language	Selections

Under the *form divisions*, the further subarrangement may be either by date (Library of Congress) or by title the latter of these is to be preferred by public libraries because the titles are usually distinctive

(2) *Bible as subject*

Arrange alphabetically by subject subdivision, and under each subdivision by main entry

c) Bible Old Testament

(1) Texts arrange as in b 1 above

(2) Subject arrange as in b 2 above

(3) *Parts under each part arrange by language and by subject as above The parts of the Old and New Testaments may be arranged either in alphabetical or in canonical order* The alphabetical is recommended since the canonical is no longer familiarly known. If the canonical is used the parts should be listed on a guide-card at the front of each drawer, or a numbered alphabetical index should be filed at the beginning of the section see Index table Appendix IV Groups of books such as the Pentateuch, should file in their alphabetical places or, if the canonical order is adopted *before the first book of the group*

d) Bible *New Testament*

Arrange like the Old Testament

e) Bible (titles etc)

a) Bible as a whole

Arrange all divisions (language, form and subject) in one alphabet.

Under each language, subarrange texts by date and then, if needed, by version or editor (Cf Alternative under Rule 28 b 1 a)

When the same heading is used for a text and for a subject entry, the text precedes the subject.

b) Bible Old Testament

Arrange all divisions, including the parts, in one alphabet, subarranging texts as above

c) Bible New Testament

Arrange like Old Testament

d) Bible Titles, etc.

```
Bible
  Bible  1881  Revised
  Bible  1911  Authorized
  Bible  1922  Moffatt
  Bible  1931  Authorized[24]
  BIBLE
  BIBLE - ANTIQUITIES
  Bible  Armenian
  BIBLE - BIBLIOGRAPHY
  BIBLE - COMMENTARIES
  Bible  Dutch
  Bible  French
  BIBLE  MANUSCRIPTS
  Bible  Manuscripts  Facsimiles
  Bible  Manuscripts, Greek  Codex vaticanus
  Bible  Manuscripts, Greek  O T  Genesis
  Bible  Manuscripts, Greek  N T
  Bible  Manuscripts, Latin  O T  Psalms
  Bible  Manx
  Bible  Paraphrases
      The Bible in song
      The Christ of the ages in words of Holy writ
      Neue Bibel  nachgedichtet von Kaegi
      Récits sacrés
  Bible  Polyglot
  BIBLE - PROPHECIES
  Bible  Selections
      Die Bibel in auswahl für haus
      The busy man's Bible
      Familiar Bible quotations
      Perlen der Bibel
      The shorter Bible
```

[24] If "English" is inserted in the heading these first four entries will file after Bible Dutch.

Bible O T English Selections 1906
Bible stories (Old Testament)
Bible O T *German* 1914
Bible O T Hebrew 1667

BIBLE O T SUBJECT
BIBLE O T — ANTIQUITIES
BIBLE O T. — BIOGRAPHY
BIBLE O T. — COMMENTARIES

Bible O T Parts
Bible O T Amos English 1911
Bible O T Amos English 1929
Bible O T Amos French 1913
BIBLE O T AMOS
Bible O T Apocrypha English 1888
BIBLE O T APOCRYPHA
Bible O T Apocrypha Baruch
Bible O T Apocrypha Esdras
Bible O T Apocrypha Maccabees
Bible O T APOCRYPHA MACCABEES
Bible O T Apocrypha 1 Maccabees
Bible O T Apocrypha 2 Maccabees
Bible O T Apocryphal books
Bible O T Chronicles English
Bible O T Chronicles Latin
BIBLE O T CHRONICLES
Bible O T 1 Chronicles
Bible O T 2 Chronicles
Bible O T Daniel
Bible O T Deuteronomy
Bible O T Genesis
Bible O T Heptateuch
Bible O T Maccabees
see Bible O T Apocrypha *Maccabees*
Bible O T Pentateuch
Bible O T Samuel

Bible New Testament
Arrange like O T

Bible Titles, etc
Bible and science
Bible in Spain
Bible plays

29 Bible Alphabetic order for smaller collections

This is a simplified scheme for libraries that prefer an alphabetic order under the Bible and its parts The English language may be omitted if preferred in order to bring the English texts first. Language divisions have been dropped under subordinate parts of the Old and New Testaments because the libraries using this scheme will probably not have enough texts under any one part to make language division necessary

30 Other anonymous classics and sacred books

a) Follow the same principles as for the arrangement of Bible entries.

An alphabetic interfiling of form and subject subdivisions is suggested unless the collection of entries is large.

```
Talmud [texts]
TALMUD
Talmud Appendices
TALMUD BIBLIOGRAPHY
Talmud Manuscripts
Talmud Selections English
Talmud Selections German
Talmud Baraaoth         ┐
Talmud Megillah         │ or interfile the parts with
TALMUD MEGILLAH         │ the other subdivisions,
Talmud Mashin           │ if preferred
Talmud Mashin English   ┘
Talmud Yerushalmi
```

b) When the name of an historical person is used in the heading of an anonymous classic, e g., Charlemagne (Romances etc.), the entry for the real person should precede the anonymous classic entries.

```
Charlemagne, 742 814
CHARLEMAGNE, 742-814
CHARLEMAGNE - CANONIZATION
CHARLEMAGNE - DRAMA
Charlemagne and his knights
Charlemagne (Drama)
Charlemagne  Gesta Karoli Magni ad Carcassonam et
   Narbonam
Charlemagne (Romances, etc)
Charlemagne  Vita Karoli Magni sec XII
Charlemagne  Voyage à Jérusalem et à Constantinople
Charlemagne  Ystoria de Carolo Magno
```

31-32 PLACE ARRANGEMENT

Preliminary note Entries beginning with the same geographical name may be analyzed into the following types —

1. A place (city state country etc.) as a corporate author This includes the entries for works by the government of the place and by its official divisions i.e., bureaus, departments, offices, commissions, committees, the army, the navy also the entries for the texts of charters, constitutions, laws and statutes, ordinances and treaties. And the subject entries for the same

BIBLE — STUDY
Bible Swedish
BIBLE — VERSIONS
Bible Old Testament
Bible O T 1917
Bible O T 1920
BIBLE O T
Bible O T Amos
BIBLE O T AMOS
BIBLE O T — ANTIQUITIES
Bible O T Apocalypse of Baruch
<u>see</u> Bible O T Apocryphal books Apocalypse of Baruch
Bible O T Apocrypha
BIBLE O T APOCRYPHA
Bible O T Apocrypha Baruch
Bible O T Apocrypha Esdras
BIBLE O T — BIOGRAPHY
Bible O T Baruch
<u>see</u> Bible O T Apocrypha Baruch
Bible O T Baruch, Apocalypse of
<u>see</u> Bible O T Apocryphal books Apocalypse of Baruch
Bible O T Chronicles
BIBLE O T CHRONICLES
Bible O T I Chronicles
Bible O T II Chronicles
BIBLE O T — COMMENTARIES
Bible O T German
BIBLE O T — HISTORY
Bible O T Italian
Bible O T Manuscripts
<u>see</u> Bible *Manuscripts*
Bible O T Paraphrases
Bible O T Pentateuch
Bible O T Psalms
Bible O T Psalms I-XX
Bible O T Psalms XXIII
Bible O T Psalms Paraphrases
Bible O T Selections
Bible *New Testament*
Arrange like Old Testament
Bible <u>Titles, etc</u>
BIBLE AND SCIENCE
The Bible and the child
BIBLE IN LITERATURE
Bible in Spain
Bible plays
Bible student's companion

Note The smaller public libraries may prefer to interfile all entries beginning with the word Bible in one straight alphabet. *See* Bible in the Comprehensive example Appendix V

30 Other anonymous classics and sacred books

a) Follow the same principles as for the arrangement of Bible entries.

An alphabetic interfiling of form and subject subdivisions is suggested unless the collection of entries is large

```
Talmud [texts]
TALMUD
Talmud  Appendices
TALMUD  BIBLIOGRAPHY
Talmud  Manuscripts
Talmud  Selections  English
Talmud  Selections  German
Talmud  Barakoth                 ┐
Talmud  Megillah                 │ or  interfile the parts with
TALMUD  MEGILLAH                 │     the other subdivisions,
Talmud  Nashim                   │     if preferred
Talmud  Nashim  English          ┘
Talmud Yerushalmi
```

b) When the name of an historical person is used in the heading of an anonymous classic, e g., Charlemagne (Romances, etc), the entry for the real person should precede the anonymous classic entries

```
Charlemagne,  742-814
CHARLEMAGNE,  742-814
CHARLEMAGNE - CANONIZATION
CHARLEMAGNE - DRAMA
Charlemagne and his knights
Charlemagne (Drama)
Charlemagne   Gesta Karoli Magni ad Carcassonam et
    Narbonam
Charlemagne (Romances, etc)
Charlemagne   Vita Karoli Magni sec  XII
Charlemagne   Voyage à Jérusalem et à Constantinople
Charlemagne   Ystoria de Carolo Magno
```

31-32 Place arrangement

Preliminary note Entries beginning with the same geographical name may be analyzed into the following types —

1 A place (city, state, country, etc.) as a corporate author
   This includes the *entries for works* by the government of the place and by its official *divisions*, i e , bureaus depart-ments, offices

z

ε

t

BIBLE – *STUDY*
Bible Swedish
BIBLE – VERSIONS
Bible Old Testament
Bible O T 1917
Bible O T 1920
BIBLE O T
Bible O T Amos
BIBLE O T AMOS
BIBLE O T – ANTIQUITIES
Bible O T Apocalypse of Baruch
see Bible O T Apocryphal books Apocalypse of Baruch
Bible O T Apocrypha
BIBLE O T APOCRYPHA
Bible O T Apocrypha Baruch
Bible O T Apocrypha *Esdras*
BIBLE O T – BIOGRAPHY
Bible O T Baruch
see Bible O T Apocrypha Baruch
Bible O T Baruch, Apocalypse of
see Bible O T Apocryphal books Apocalypse of Baruch
Bible O T Chronicles
BIBLE O T CHRONICLES
Bible O T I Chronicles
Bible O T II Chronicles
BIBLE O T – COMMENTARIES
Bible O T German
BIBLE O T – HISTORY
Bible O T Italian
Bible *O T Manuscripts*
see Bible Manuscripts
Bible O T Paraphrases
Bible O T Pentateuch
Bible O T Psalms
Bible O T Psalms I-XX
Bible O T Psalms XXIII
Bible O T Psalms Paraphrases
Bible O T Selections
Bible New Testament
Arrange like Old Testament
Bible Titles, etc
BIBLE AND SCIENCE
The Bible and the child
BIBLE IN LITERATURE
Bible in Spain
Bible plays
Bible student's companion

Note The smaller public libraries may prefer to interfile *all* entries beginning with the word Bible in one straight alphabet. *See* Bible in the Comprehensive example Appendix V

is not of paramount importance, the two-group order (*see* alternative Rule 31 *b*) is recommended. The latter arrangement has the advantage of keeping in the same group the subject entries for a place as corporate author and the general subject entries for the place and thus eliminates many cross references.

(1) Place as corporate author (cf. Preliminary note 1-2)

Interfile in one alphabet the entries, both author and subject for the official divisions and for the nonofficial local institutions.

Note The Library of Congress on its printed cards distinguishes by the use of italics in the subhead, entries for official divisions from entries for nonofficial local institutions, e.g., Washington, D.C *Board of health* (official) and Washington, D C Board of trade (nonofficial) [illegible]

[illegible] headings. For those libraries that prefer to file nonofficial public institutions in the third group with societies and other organizations an example will be found under New York (Appendix I)

(a) Arrange headings consisting of the place name followed by such terms as *defendant*, *plaintiff*, etc., before any of the official divisions.

(b) Arrange headings of the official bureaus, departments, etc. and of local institutions by the *first* word of the subhead, e g.

```
U S - Bureau of education
U S - Dept of agriculture
```

with reference from the distinctive subject word in the subhead, e g

```
U S - Education, Bureau of  see
U S - Bureau of education
```

(c) ALTERNATIVE. Disregard the words Board of, Bureau of Dept. of etc., and alphabet by the *topical* word or phrase in the subhead. Underline the topical word and make a blanket reference from the disregarded phrase

Note The advantages of this alternative are that a person may remember the topical word but may not know whether the object of his search is a bureau, a board or a department, that in case of reorganization and change of name the distinctive part of the name is likely to be retained that there is a subject value in arrangement by topical word.

2 The local institutions (churches, libraries, museums, schools, universities, etc.) that are entered under the name of the place Both author and subject entries.
3 A place as subject, with the subject subdivisions
4 Other places of the same name (e g , London, London, Ohio, London, Ont) each of which may have entries as listed in 1-3 above
5 Societies and other organizations whose names begin with the place name (e g , *London mathematical society*), both author and subject entries These are not necessarily located in the place
6 Geographical, ecclesiastical, and other headings beginning with the same name, such as counties, townships, rivers, lakes, gulfs, mountains, etc , e g , New York (City), New York (Colony), New York (County), New York (State), London (Diocese), Los Angeles river, Washington County
7 Inverted headings, such as Concord, Battle of, Berlin, Treaty of, Washington, Fort Some of the inverted headings are also geographical headings, e g , Washington, Mt , Mexico, Gulf of
8 Names of ships, etc , e g , Pennsylvania (Battleship), Los Angeles (Airship)
9 Titles and phrase subject headings beginning with the same name

The problem is to combine these various types into one or more groups so that users of the catalog may locate a specific entry with a *minimum of searching, and yet to have due regard to the needs of research workers There has been no uniform library practice in* the arrangement of place entries *Two orders of arrangement have* therefore been selected for recommendation *Rule 31 gives a grouped order, either a three-group or a two-group arrangement, and Rule 32* gives a single group or *straight alphabetic arrangement*

31. Place arrangement (Grouped order)

a) Three-group order

Arrange entries beginning with the same geographical term in three main groups, as follows —1 Place as corporate author with subject entries about the corporate author, 2 Place as subject, 3 Societies, organizations, titles, and all other entries beginning with the same geographical name

Note The chief advantage of the three-group order is that it

```
London              New York (City)
London, Ohio        New York (Colony)
London, Ontario     New York (County)
                    New York (State)
```

Author and subject entries are arranged under each place, as in a-b, but entries for societies, organizations, etc, *without country, state, or other designation after the place name*, file in a final group (3 above) after the entries for the separate places

```
London (corporate author and subject entries about
   corporate author)
  London
  London   Aëronautical exhibition, 1868
  London   Charing Cross hospital
  London   Corporation
  London   County council
  LONDON   COUNTY COUNCIL
  London   National gallery
  LONDON   NATIONAL GALLERY
  London   Ordinances
  LONDON   ST PAUL'S CATHEDRAL
  London   School board
  London   Stationers' company
  London   Stock exchange
  LONDON   STOCK EXCHANGE
  London   University
  LONDON   UNIVERSITY
 LONDON (subject entries about place)
  LONDON - ANTIQUITIES
  LONDON - COUNTY COUNCIL
      For material on this subject, see
      the preceding file
  [illegible]
      [illegible], see
  LONDON - WATER SUPPLY
 London (Diocese)
 London, Ohio
 London, Ont
   London, Ont   Council
   London, Ont   University of western Ontario
   LONDON, ONT
   LONDON, ONT - ANTIQUITIES
 London (titles, etc )
   London a guide
   London and Londoners
   London and Middlesex archaeological society
```

The objection to this arrangement is that there is no standard practice in regard to the adoption of the topical word. Some libraries disregard the topical order when the official name begins with an adjective, such as Advisory, Central, Federal, National, etc., and alphabet by these, other libraries do not. If the topical word order is followed in all cases cross references should be made from the official name beginning with an adjective

```
U S  Advisory council on social security, see
        U S  Advisory council on social security
U S  Bureau of agricultural economics
U S  Dept of agriculture
U S  Federal committee on apprenticeship
U S  Bureau of
   Government bureaus are arranged by the topical
   word or phrase underlined in the name, e g ,
   U S - Bureau of education
U S  Bureau of the census
U S  Census office
U S  Dept of commerce
U S  Council of national defense, see U S
        Council of national defense
U S  Bureau of education
U S  Office of education
U S  Federal committee on apprenticeship, see
        U S  Federal committee on apprenticeship
U S  Bureau of foreign and domestic commerce
U S  Commission on industrial relations
U S  National bureau of standards, see U S
        National bureau of standards
U S  Council of national defense
U S  Advisory council on social security
U S  National bureau of standards
```

(d) When there are author and subject entries for the same heading file the subject after the author

(2) Place as subject (cf Preliminary note 3)

Arrange the subject subdivisions alphabetically (cf *Arrangement under Subject*, Rules 33-35 and *Chronological arrangement*, Rule 38)

(3) Societies, organizations titles and all other entries beginning with the same geographical name (cf Preliminary note 5-9)

Arrange alphabetically by the word or words following the place name, disregarding punctuation

(4) When there are two or more places of the same name the places are arranged alphabetically by the designation following the name, e g

Washington academy of sciences
WASHINGTON (BATTLESHIP)
Washington Co , Ala
Washington county historical society, Abingdon, Va
WASHINGTON, FORT
WASHINGTON, MT
Washington state bar association
Washington state historical society, Tacoma, Wash
Washington university, St Louis

See also the examples shown under New York and United States in Appendix I.

b) Two-group order

Follow the general directions under Rule 31*a*, but interfile in one group the author and subject entries

London (place)
London
LONDON
London Aeronautical exhibition, 1868
LONDON - ANTIQUITIES
London Charing Cross hospital
London County council
LONDON COUNTY COUNCIL
LONDON - DESCRIPTION
London Guildhall library
LONDON - HISTORY
London National gallery
LONDON NATIONAL GALLERY
London Naval conference, 1930
London Ordinances
London St Paul's cathedral
London School board
LONDON - SOCIAL LIFE AND CUSTOMS
London University
London (Diocese)
London, Ohio
London, Ont
LONDON, ONT - ANTIQUITIES
London, Ont Council
London, Ont University of western Ontario
London (Titles, etc)
London a guide
London and Londoners
London and Middlesex archaeological society
Washington, D C
Washington, D C Academy of sciences
see Washington academy of sciences in the file of Titles, etc , following
Washington, D C All souls church
Washington, D C Board of health
Washington, D C . Board of trade

London and Middlesex historical society, London, Ont.
London magazine
London Shakespeare league
London. University
For material by or about this institution,
See Author file preceding.

Washington, D.C. (Corporate author and subject entries about corporate author)
Washington, D.C. Academy of sciences
See Washington academy of sciences
in the file of Titles, etc. following.
Washington, D.C. All souls church
Washington, D C. Board of health
Washington, D.C. Board of trade
Washington, D.C. Conference on the limitation of armaments, 1921-1922
Washington, D.C. Council
Washington, D.C. Council of social agencies
Washington, D.C. National gallery
Washington, D.C. Public library
WASHINGTON, D.C. PUBLIC LIBRARY
Washington, D.C. Water dept.
WASHINGTON, D.C. WHITE HOUSE
WASHINGTON, D.C. (Subject entries about place)
WASHINGTON, D.C. - DESCRIPTION
WASHINGTON, D.C. - HISTORY
WASHINGTON, D.C. - WATER SUPPLY
Washington (State) (Corporate author and subject entries about corporate author)
Washington (State) Agricultural experiment station, Pullman
Washington (State) Bureau of labor
Washington (State) Canal commission
Washington (State) Geological survey
WASHINGTON (STATE) GEOLOGICAL SURVEY
Washington (State) State college, Pullman
Washington (State) State forestry board
Washington (State) State historical society, Tacoma
See *Washington state historical society, Tacoma, Wash. in the file of* Titles, etc following.
Washington (State) State library, Olympia
Washington (State) University
WASHINGTON (STATE) (Subject entries about place)
WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
WASHINGTON (STATE) - HISTORY
WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
Washington (Ter.)
Washington (Ter.) Auditor's Office
Washington (Ter.) Laws, statutes, etc
WASHINGTON (TER.) - HISTORY
Washington (Titles, etc)
Washington: a poem

d) Two or more places of the same name are alphabeted by the distinguishing designation following the name

Note Library of Congress omits country or state designation after the names of chief cities, but in order to keep the author and subject entries for a chief city from being scattered throughout the alphabet under the place name, it is necessary to insert the country or state designation.

Concord [a poem]
Concord and Lexington
Concord antiquarian society, *Concord, Mass.*
CONCORD, BATTLE OF
Concord days
Concord library corporation, *Concordsville, Pa*
Concord, Me
CONCORD, ME
Concord, Mass
CONCORD, MASS
Concord, Mass Convention, July 14, 1774
CONCORD, MASS - DIRECTORIES
CONCORD, MASS - HISTORY
Concord, Mass Trinity church
Concord, N H
CONCORD, N H
Concord, N H City history commission
Concord, N H Ordinances
Concord, N H Public library
Concord railroad corporation
CONCORD RIVER
CONCORD SCHOOL OF PHILOSOPHY
Concord, Tenn Farragut school

Washington academy of science
Washington and Lee university
Washington council of social agencies
Washington county, Ohio
Washington, D C
WASHINGTON, D C
Washington, D C Chamber of commerce
Washington, D C Conference on the limitation of armaments, 1921-1922
WASHINGTON, D C - DESCRIPTION
Washington, D C National gallery of art
WASHINGTON, D C - SOCIAL LIFE AND CUSTOMS
WASHINGTON, D C WHITE HOUSE
The Washington enterprise
Washington humane society, *Washington, D C*
Washington merry-go-round
Washington, Mt
Washington (State)
WASHINGTON (STATE)
Washington (State) Bureau of labor

Washington, D C Conference on limitation of armaments, 1921-1922
Washington, D C Council
Washington, D C Council of social agencies
WASHINGTON, D C — HISTORY
Washington, D C National gallery
Washington, D C Public library
WASHINGTON, D C — PUBLIC LIBRARY
WASHINGTON, D C — STREETS
Washington, D C Water Dept
WASHINGTON, D C WATER SUPPLY
WASHINGTON, D C WHITE HOUSE
Washington (State)
Washington (State) Agricultural experiment station, Pullman
Washington (State) Bureau of labor
Washington (State) Canal commission
WASHINGTON (STATE) DESCRIPTION AND TRAVEL
Washington (State) Geological survey
WASHINGTON (STATE) HISTORY
Washington (State) State college, Pullman
Washington (State) State forestry board
Washington (State) State historical society, Tacoma
<u>see</u> Washington state historical society, Tacoma, Wash in file of <u>Titles, etc</u>, following
Washington (State) State library, Olympia
Washington (State) University
Washington (Ter)
Washington (Ter) Auditor's office
WASHINGTON (TER) — HISTORY
Washington (Ter) Laws, statutes, etc
Washington (<u>Titles, etc</u>)
Washington a poem
Washington academy of sciences
WASHINGTON (BATTLESHIP)
Washington Co , Ala
Washington county historical society, Abingdon, Va
WASHINGTON, FORT
WASHINGTON, MT
Washington state bar association
Washington state historical society, Tacoma, Wash
Washington university, St Louis

32. Place arrangement (*Alphabetic order*)

a) File entries beginning with the same geographical name in one alphabet, arranging by the word following the name, disregarding both punctuation and typography

b) Subject entries are filed immediately after the author entries of the same heading

c) In the rare instances when a title heading is identical with a subject heading arrange alphabetically by the main entry

c. The parenthetical term may be used merely to indicate a separate grouping, e g., ENGLISH LITERATURE (COLLECTIONS).

Note The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future Its extended use will probably be needed only in very large libraries or in specialized catalogs Most libraries do not require the third kind of parenthetical subject. For instance, ENGLISH LITERATURE—COLLECTIONS as a form heading belonging to group 2 above, is generally to be preferred to ENGLISH LITERATURE (COLLECTIONS)

7 Phrase headings beginning with the subject word, e g , ART AND STATE.

8 Few, if any, subjects present all of the above types, but particular subjects may have also a special subdivision, e g , ENGLISH LITERATURE—CATHOLIC AUTHORS, ENGLISH LITERATURE—IRISH AUTHORS

Rule 33 gives the general alphabetic arrangement of entries under a subject heading

It is possible to arrange the subdivisions of a subject in a varying number of groups, depending upon the size of the catalog and the requirements of the library Two arrangements have been selected for recommendation *Rule 34 illustrates order of groups as shown in Library of Congress list Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order.*

33. Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book, or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic

```
   ENGLISH POETRY - COLLECTIONS
A book of English love songs
Cody, Sherwin,  ed.
   A selection from the great English poets
An English garner
Noyes, Alfred,  ed
   A poet's anthology of poems

   ROMANTICISM
Babbitt, Irving
   Romantic melancholy, (In Foerster, Norman,  ed.
     American critical essays, xixth and xxth centuries.)
Beers, H. A
   History of English romanticism in the eighteenth
century
```

Washington (State) Canal commission
Washington (State) Constitution
Washington (State) Dept of agriculture
WASHINGTON (STATE) – DESCRIPTION AND TRAVEL
Washington (State) Geological survey
Washington state historical society, Tacoma, Wash
Washington (State) Laws, statutes, etc.
WASHINGTON (STATE) – SOCIAL LIFE AND CUSTOMS
Washington (State) State college, Pullman
Washington (State) State library, Olympia
Washington (State) University
Washington surveying and rating bureau, Seattle
Washington (Ter) Auditor's office
Washington (Ter) Governor
Washington university, St Louis
Washington wool growers' association

See also the examples shown under *New York* and *United States* in Appendix I.

33.-35. SUBJECT ARRANGEMENT

Preliminary note Analysis of the Library of Congress list of subject headings[25] shows that the following types of heading may have to be considered in subject arrangement —

1 The subject without subdivision
2 Subject with form or subject divisions, e g, ART—EXHIBITIONS, ART—PERIODICALS
3 Subject with period divisions, e g, ENGLISH LITERATURE—17TH CENTURY, FRANCE—HISTORY—REVOLUTION
4 Subject with geographical divisions, e g, ART—ITALY
5 Inverted subject heading (a) subject followed by an adjective form, e g, ART, ANCIENT, ART, ITALIAN, ART, MUNICIPAL, and (b) subject followed by an inverted phrase, e g, BIRDS, PROTECTION OF
6 Subject followed by a term in parentheses Such subjects may be of more than one kind, i e

a The parenthetical term limits the subject to a particular field or aspect, e g, ANALYSIS (CHEMISTRY), ANALYSIS (MATHEMATICS), BANKRUPTCY (INTERNATIONAL LAW) The majority of parenthetical term subjects are of this kind and frequently are *See* references

b The parenthetical term indicates a distinctly different subject, one belonging to another field of knowledge, e g, AUTHORS (GAME), BIOGRAPHY (AS A LITERARY FORM), CALCULUS (PATHOLOGY), WASHINGTON (SHIP)

[25] Library of Congress, *Subject headings*, 3rd ed. Washington Govt. print. off., 1928)

c. The parenthetical term may be used merely to indicate a separate grouping e g., ENGLISH LITERATURE (COLLECTIONS)

Note The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical subject. For instance, ENGLISH LITERATURE—COLLECTIONS as a form heading belonging to group 2 above, is generally to be preferred to ENGLISH LITERATURE (COLLECTIONS)

7 Phrase headings beginning with the subject word, e g., ART AND STATE.

8. Few, if any, subjects present all of the above types, but particular subjects may have also a special subdivision, e g., ENGLISH LITERATURE—CATHOLIC AUTHORS, ENGLISH LITERATURE—IRISH AUTHORS.

Rule 33 gives the general alphabetic arrangement of entries under a subject heading.

It is possible to arrange the subdivisions of a subject in a varying number of groups, depending upon the size of the catalog and the requirements of the library Two arrangements have been selected for recommendation Rule 34 illustrates order of groups as shown in Library of Congress list. Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order

33. Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book, or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

```
   ENGLISH POETRY - COLLECTIONS
A book of English love songs
Cody, Sherwin,  ed
   A selection from the great English poets
An English garner
Noyes, Alfred,  ed
   A poet's anthology of poems

   ROMANTICISM
Babbitt, Irving
   Romantic melancholy. (In Foerster, Norman,  ed
     American critical essays, xixth and xxth centuries )
Beers, H A
   History of English romanticism in the eighteenth
century
```

Washington (State) Canal commission
Washington (State) Constitution
Washington (State) Dept of agriculture
WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
Washington (State) Geological survey
Washington state historical society, Tacoma, Wash
Washington (State) Laws, statutes, etc
WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
Washington (State) State college, Pullman
Washington (State) State library, Olympia
Washington (State) University
Washington surveying and rating bureau, Seattle
Washington (Ter) Auditor's office
Washington (Ter) Governor
Washington university, St Louis
Washington wool growers' association

See also the examples shown under New York and United States in *Appendix I.*

33-35 Subject arrangement

Preliminary note Analysis of the Library of Congress list of subject headings[25] shows that the following types of heading may have to be considered in subject arrangement —

1 The subject without subdivision
2 Subject with form or subject divisions, e g, ART—EXHIBITIONS, ART—PERIODICALS
3 Subject with period divisions, e g, ENGLISH LITERATURE—17TH CENTURY, FRANCE—HISTORY—REVOLUTION
4 Subject with geographical divisions, e g, ART—ITALY
5 Inverted subject heading (a) subject followed by an adjective form, e g, ART, ANCIENT, ART, ITALIAN, ART, MUNICIPAL, and (b) subject followed by an inverted phrase, e g, BIRDS PROTECTION OF
6 Subject followed by a term in parentheses Such subjects may be of more than one kind, i e

a The parenthetical term limits the subject to a particular field or aspect e g, ANALYSIS (CHEMISTRY), ANALYSIS (MATHEMATICS), BANKRUPTCY (INTERNATIONAL LAW) The majority of parenthetical term subjects are of this kind and frequently are *See* references

b The parenthetical term indicates a distinctly different subject, one belonging to another field of knowledge, e g, AUTHORS (GAME) BIOGRAPHY (AS A LITERARY FORM), CALCULUS (PATHOLOGY) WASHINGTON (SHIP)

[25] Library of Congress, *Subject headings* 3rd ed Washington Govt print. off., 1928)

c. The parenthetical term may be used merely to indicate a separate grouping e g, ENGLISH LITERATURE (COLLECTIONS)

Note The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical subject. For instance, ENGLISH LITERATURE—COLLECTIONS as a form heading belonging to group 2 above, is generally to be preferred to ENGLISH LITERATURE (COLLECTIONS)

7 Phrase headings beginning with the subject word, e g., ART AND STATE.

8 Few, if any, subjects present all of the above types, but particular subjects may have also a special subdivision, e g, ENGLISH LITERATURE—CATHOLIC AUTHORS, ENGLISH LITERATURE—IRISH AUTHORS

Rule 33 gives the general alphabetic arrangement of entries under a subject heading

It is possible to arrange the subdivisions of a subject in a varying number of groups depending upon the size of the catalog and the requirements of the library Two arrangements have been selected for recommendation Rule 34 illustrates order of groups as shown in Library of Congress list Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order

33 Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

```
   ENGLISH POETRY - COLLECTIONS
A book of English love songs
Cody, Sherwin,  ed
   A selection from the great English poets
An English garner
Noyes, Alfred,  ed
   A poet's anthology of poems

   ROMANTICISM
Babbitt, Irving
   Romantic melancholy, (In Foerster, Norman,   ed
     American critical essays, xixth and xxth centuries )
Beers, H A
   History of English romanticism in the eighteenth
century
```

Boyesen, H H
Essays on German literature
Contents Goethe, Schiller The romantic school in Germany

Cory, H H
Spenser, Thomson and romanticism (In Modern language association Publications)

34 Subject arrangement 1 (Based on the L C list)

a) Arrange a subject and its subheads, etc, in the following order —

(1) Subject without division Subarrange by main entry (cf Rule 33)

(2) Form and subject divisions Arrange alphabetically by division.

(3) Period divisions Arrange chronologically

Phrase period divisions e g, U S—HISTORY—REVOLUTION, U S—HISTORY—CIVIL WAR are arranged chronologically and not alphabetically Inclusive periods file before subordinate periods

Under LANGUAGE AND LITERATURE subjects, such sub heads as FRENCH LANGUAGE—OLD FRENCH, GERMAN LITERATURE—EARLY MODERN (TO 1700) are regarded as period divisions

The divisions ANCIENT MEDIEVAL RENAISSANCE and MODERN are treated as adjectival inversions and not as period divisions except when used as a subdivision under HISTORY, and are filed in group 6 below

(4) Special divisions (*See* Preliminary note 8) Arrange alphabetically

(5) Geographical divisions Arrange alphabetically

Inverted subject headings formed with a racial or linguistic adjective e g ART AMERICAN (ENGLISH ITALIAN etc) are not regarded as geographical divisions, but are *included in group 7 below*

(6) Subject followed by a parenthetical term denoting *limitation (cf Prelim note 6a) Arrange if more than one,* alphabetically by parenthetical term

Note The Library of Congress is now filing a parenthetical subject before an inverted subject in all cases even though this order brings together unconnected subjects e g MASS (CANON LAW) and MASS (CHEMISTRY) and introduces an unrelated subject between a simple subject and the same subject with an inversion. An exception is made for the names of literatures followed by the parenthetical

terms (COLLECTIONS) and (SELECTIONS EXTRACTS ETC.) which subjects are filed before group 2 above

(7) Inverted subject headings. Arrange alphabetically by word following comma.

An inverted place name, e g, AFRICA, NORTH, is to be regarded as a *different* subject and is to be arranged after all the groups of the general subject.

(8) Phrase subject headings. Interfile alphabetically with titles and other headings beginning with the same word

b) Arrange the further subdivisions of a subhead according to the above order

```
ART
ART - BIBLIOGRAPHY
    - CATALOGS
    - HISTORY
    - HISTORY - 19TH CENTURY
    - HISTORY - 20TH CENTURY
    - PERIODICALS
ART - BERLIN
    - GREECE
    - HUNGARY
    - NEW YORK (CITY)
    - U S
ART, AMERICAN
     ANCIENT
     BAROQUE
     GREEK
     MEDIEVAL
     MUNICIPAL
     ORIENTAL
Art, v 1-     [title of a periodical]
Art, a commodity
ART AND MORALS
ART AND STATE
Art foliage
ART INDUSTRIES AND TRADE

ENGLISH LITERATURE
ENGLISH LITERATURE - BIBLIOGRAPHY
                   - TRANSLATIONS
                   - TRANSLATIONS FROM FRENCH
                   - TRANSLATIONS FROM GERMAN
                   - TRANSLATIONS INTO FRENCH
ENGLISH LITERATURE - OLD ENGLISH   see  ANGLO SAXON
                        LITERATURE
                   - MIDDLE ENGLISH (1100-1500)
                   - EARLY MODERN (TO 1700)
                   - 18TH CENTURY
                   - 19TH CENTURY
```

ENGLISH LITERATURE – CATHOLIC AUTHORS
– IRISH AUTHORS
– SCOTTISH AUTHORS
ENGLISH LITERATURE – AUSTRALIA, see AUSTRALIAN LITERATURE
– CANADA, see CANADIAN LITERATURE
– LANCASHIRE
– YORKSHIRE

LIFE
LIFE – ORIGIN
LIFE (BIOLOGY)
LIFE, ELIXIR OF, see ELIXIR OF LIFE
LIFE, FUTURE, see FUTURE LIFE
LIFE, SPIRITUAL, see SPIRITUAL LIFE
The life beyond
LIFE-BOATS
Life on the ocean wave
LIFE-SAVING

COOKERY
COOKERY – BIBLIOGRAPHY
– EARLY WORKS TO 1800
COOKERY (APPLES)
(CEREALS)
(OYSTERS)
COOKERY, AMERICAN
MEXICAN
MILITARY
SPANISH
COOKERY FOR INSTITUTIONS
COOKERY FOR THE SICK

WAR
WAR – CASUALTIES (STATISTICS, ETC)
WAR – ECONOMIC ASPECTS
WAR – RELIEF OF SICK AND WOUNDED
WAR (INTERNATIONAL LAW)
WAR, ARTICLES OF, see MILITARY LAW
WAR, DECLARATION OF
WAR, MARITIME (INTERNATIONAL LAW)
WAR AND RELIGION
War of the worlds
WAR-SHIPS

AFRICA
– DESCRIPTION AND TRAVEL
– HISTORY
– STATISTICS
AFRICA, NORTH
AFRICA, SOUTH
– ANTIQUITIES
– HISTORY

```
U S  - HISTORY
U S  - HISTORY - BIBLIOGRAPHY
               - DRAMA
               - SOURCES
U S  - HISTORY - COLONIAL PERIOD
               - COLONIAL PERIOD - FICTION
               - COLONIAL PERIOD - KING WILLIAM'S WAR,
                   1689-1697
               - COLONIAL PERIOD - QUEEN ANNE'S WAR,
                   1702-1713
               - COLONIAL PERIOD - FRENCH AND INDIAN WAR,
                   1755-1763
               - REVOLUTION
               - REVOLUTION - CAMPAIGNS AND BATTLES
               - REVOLUTION - CAUSES
               - REVOLUTION - REGIMENTAL HISTORIES
               - 1783-1865
               - CONFEDERATION,  1783-1789
               - CONSTITUTIONAL PERIOD,  1789-1809
               - WAR OF 1812
               - 1815-1861
U S  - HISTORY, JUVENILE
              , LOCAL
              , MILITARY
              , NAVAL
```

35 Subject arrangement 2 (Simplified order)

a) Arrange a subject, its subheads, etc., in the following order —

(1) Subject without subdivision.

(2) Form, subject and geographical subdivisions, inverted subject headings, and subject followed by a parenthetical term interfiled in one alphabet, disregarding punctuation.

Note Libraries adopting this arrangement will find it desirable to adopt also a uniform method of punctuation in the headings, either a period or a dash. This is illustrated in the examples below

(3) Period divisions arranged chronologically

ALTERNATIVE Period divisions, except those under such subheads as HISTORY POLITICS AND GOVERNMENT FOREIGN RELATIONS may be filed alphabetically in group 2 above, if preferred. See example under ENGLISH LITERATURE below

(4) Phrase subject headings, interfiled with titles and other headings beginning with the same word.

```
ART
ART - AMERICAN
    - ANCIENT
    - BAROQUE
    - BERLIN
    - BIBLIOGRAPHY
```

- DECORATIVE
- EXHIBITIONS
- FRANCE
- GREEK
- HISTORY
- HISTORY. 19TH CENTURY
- HISTORY. 20TH CENTURY
- MEDIEVAL
- MUNICIPAL
- MUNICIPAL. BOSTON
- MUNICIPAL. EXHIBITIONS
- MUNICIPAL. NEW YORK (CITY)
- ORIENTAL
- U S

Art; v.1- [title of a periodical]
Art, a commodity
ART AND MORALS
Art foliage
ART INDUSTRIES AND TRADE

COOKERY
COOKERY - AMERICAN
- APPLES
- BIBLIOGRAPHY
- CEREALS
- HISTORY
- MEXICAN
- MILITARY
- OYSTERS
- SPANISH
COOKERY FOR INSTITUTIONS

ENGLISH LITERATURE
ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE
- BIBLIOGRAPHY
- HISTORY AND CRITICISM
- IRISH AUTHORS
- LANCASHIRE
- PERIODICALS
- SCOTTISH AUTHORS
- YORKSHIRE
ENGLISH LITERATURE - OLD ENGLISH, see ANGLO-SAXON LITERATURE
- MIDDLE ENGLISH (1100-1500)
- EARLY MODERN (TO 1700)
- 19TH CENTURY
- 20TH CENTURY

ALTERNATIVE

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE
- BIBLIOGRAPHY

- EARLY MODERN (TO 1700)
- IRISH AUTHORS
- LANCASHIRE
- MIDDLE ENGLISH (1100-1500)
- 19TH CENTURY
- OLD ENGLISH, see ANGLO-SAXON LITERATURE
- PERIODICALS
- SCOTTISH AUTHORS
- 20TH CENTURY

LIFE
LIFE (BIOLOGY)
LIFE – ELIXIR OF, see ELIXIR OF LIFE
LIFE – FUTURE, see FUTURE LIFE
LIFE – ORIGIN
LIFE – SPIRITUAL, see SPIRITUAL LIFE
Life beyond
LIFE-BOATS
Life on the ocean wave
LIFE-SAVING

WAR
WAR – ARTICLES OF, see *MILITARY LAW*
- CASUALTIES (STATISTICS ETC.)
- COST OF
- DECLARATION OF
- ECONOMIC ASPECTS

WAR (INTERNATIONAL LAW)
- MARITIME (INTERNATIONAL LAW)
- RELIEF OF SICK AND WOUNDED

WAR AND RELIGION
War of the worlds
WAR-SHIPS

U S HISTORY
U S HISTORY – BIBLIOGRAPHY
- DRAMA
- JUVENILE
- LOCAL
- MAPS, see U S – HISTORICAL GEOGRAPHY – MAPS
- MILITARY
- NAVAL
- PERIODICALS
- COLONIAL PERIOD
- REVOLUTION
- 1815-1861

Note Small libraries may prefer to adopt a single-alphabet arrangement by interfiling the subdivisions *of a subject* with the titles and other *entries* beginning with the same word, disregarding punctuation. *See* ART in the Comprehensive example, *Appendix V.*

36. References

File *See also* references after entries of the same heading but before further subdivision of the same

```
CHILDREN
CHILDREN, see also
CHILDREN - BIOGRAPHY
CHILDREN - CARE AND TREATMENT
CHILDREN - CARE AND TREATMENT, see also
CHILDREN - CARE AND TREATMENT - BIBLIOGRAPHY
```

This order allows the user of the catalog to find what material the library has on a subject before being referred away from it. Some libraries prefer to file a *See also* reference before the entries for the same subject on the ground that the user of the catalog will thus be directed to the more specific subject that he may actually want without having to look through all of the general subject first.

37. Title arrangement

See also Basic rule (Rule 1), Initial article (Rule 7), Punctuation (Rule 8), Words spelled differently (Rule 10), Hyphened and compound words (Rule 11), Order of entries (Rule 24)

a) Arrange title headings that are the same alphabetically by the main entry, an anonymous title preceding the same title with an author

b) Arrange different editions of the same title entry according to the rule adopted for arrangement under author (Rule 25 *a* 6)

```
    The pioneers
Cooper, J F
    The pioneers  Philadelphia, Carey & Lea, 1832
    ——— London, J M Dent, [1929]
    ——— London & N Y , Macmillan, 1901
    ——— N Y , J H Sears, [1925]
    The pioneers
Mackay, C D
    The play of the pioneers
    The pioneers
Oppenheim, James
    The pioneers
```

c) Arrange periodical and newspaper titles by the main part of the title, disregarding the explanatory subtitle following a semicolon or comma since this not familiarly known as part of the title

```
ASIA
Asia; journal of the American
        Asiatic association
Asia, an economic and regional
        geography
Asia and Europe
Motor; the national
        monthly
Motor age
Motor world
```

d) Periodicals of the same title are arranged first by the place of publication and then by the date. The subtitle may be regarded if needed to distinguish between titles.

```
International review, an illustrated monthly journal.
                         La Crosse, Michigan
International review. London, 1889
International review. London, 1913-
International review. N.Y.
International review. Zurich
```

e) A periodical title used as an author entry is arranged after the entry of the periodical itself.

```
Power [a magazine]
Power
  The second Power kink book
Power [title of a book by Lucke]
Review of reviews; monthly
Review of reviews
  150 years ago
Review of reviews
  Pittsburgh; a new great city
```

f) Inverted titles may be arranged in either of two ways. *The alternative is recommended where the prevailing arrangement in the catalog is alphabetical.*

(1) File an inverted title before a longer running title beginning with the same word or phrase. Disregard an article preceding the inversion.

```
Personality, The family and
Personality, Integration of
Personality, Physical basis of
Personality culture
Personality plus
```

(2) ALTERNATIVE RULE: Interfile an inverted title alphabetically with other titles beginning with the same word, disregarding both the punctuation and an initial article preceding the inversion.

```
Personality culture
Personality, The family and
Personality in boys
Personality, Integration of
Personality, Physical basis of
Personality plus
```

Note Inverted titles should seldom be made, because the catchword title alone (i.e., without the inverted part) or a corresponding subject entry or subject reference will usually meet all needs. The inverted part should be added only when the sense would be defec-

tive without it, or when the full title does not appear in the body of the card The inverted titles used in the above example to illustrate the arrangement are unnecessary if the subject heading PERSONALITY has been used

38 Numerical and chronological arrangement*

See also Numerals at beginning of title (Rule 9), Subject arrangement period subheads (Rules 35 *a* 3 and 36 *a* 3)

A numerical or a chronological arrangement rather than an alphabetical, should be made when number or date distinguishes between entries, or headings, otherwise identical

a) Numbered or dated series

```
    The American nation: a history  v 2
  Farrand, Livingston
    Basis of American history

    The American nation  a history  v 3
  Bourne, E G
    Spain in America

  More, Paul Elmer
    Aristocracy and justice  Shelburne essays,  Ninth
        series
  More, Paul Elmer
    Shelburne essays   First series
  More, Paul Elmer
    Shelburne essays   Second series
  More, Paul Elmer
    Shelburne essays   Fourth series
  More, Paul Elmer
    Shelburne essays   Eighth series
  More, Paul Elmer
    Shelburne essays   Ninth series
        see his  Aristocracy and justice
  More, Paul Elmer
    Shelburne essays   Eleventh series
        see his  With the wits
  More, Paul Elmer
    With the wits: Shelburne essays  Eleventh series

  Atlantic readers  Primer
  Atlantic readers  Bk  1, grade IV
  Atlantic readers  Bk  3  grade VI
  Atlantic readers  Bk  4, grade VII
  Atlantic readers  Bk  6, grade VIII

    Bohlen lectures, 1891
  Huntington, W R
    Peace of the church

    Bohlen lectures  1899
  Nash, H S
    Ethics and revelation
```

Bohlen lectures, 1925
Bell, W C
Sharing in creation

b) Conferences, congresses, etc.

American peace congress 1st, New York, 1907
American peace congress 3rd, Baltimore, 1911
American peace congress 4th, St Louis, 1913

Massachusetts Constitutional convention 1779-1780
Massachusetts Constitutional convention 1856
Massachusetts Constitutional convention 1917-1919

c) Regiments, brigades, etc.

U S infantry 2d regt , 1791-
U S infantry 11th regt , 1861-
U S infantry 21st regt , 1899-1902
U S infantry 315th regt , 1917-1919
U S infantry 332d regt , Co D, 1917-1919

Georgia infantry 3d brigade
Georgia infantry 4th brigade
Georgia infantry Anderson's brigade
Georgia infantry Doles Cook brigade
Georgia infantry 2d regt
Georgia infantry 8th regt

d) Laws statutes, etc

Gt Brit Laws, statutes, etc
Gt Brit Laws, statutes, etc , 1066-1087 (William I)
Gt Brit Laws, statutes, etc , 1509-1547 (Henry VIII)
Gt Brit Laws, statutes, etc , 1625-1643 (Charles I)

e) Legislatures

U S Congress
U S CONGRESS
U S Congress Committee on the census
Conference committees, 1897
Conference committees, 1908-1909
House
HOUSE
House Committee on agriculture
House Committee on foreign affairs
Joint commission of agricultural inquiry
Joint committee on Muscle Shoals
Select joint committee on the Harriman geographic code system
Senate
Senate Committee on appropriations
Senate Committee on insular affairs
U S 1st Cong , 1789-1791 House
2d Cong , 1st sess , 1791-1792
41st Cong , 2d sess , 1869-1870

41st Cong., 3rd sess., 1870-1871
41st Cong., 3rd sess., 1870-1871. House
62d Cong., 1st sess., 1911
62d Cong., 1st sess., 1911. Senate

The above arrangement keeps an alphabetic order down to the point where the numbered Congresses begin and is recommended for that reason.

Appendix I

ADDITIONAL EXAMPLES

17a. Forename entries. Arrangement 1 (Before surname)

Charles (forename)
Charles, archduke of Austria, see Karl, etc
Charles, count of Angoulême, duke of Orleans, see Charles d'Orléans
Charles, count of Valois
Charles, le Temeraire, duke of Burgundy
Charles II, duke of Lorraine
Charles V, emperor of Germany
Charles II, le Chauve, king of France
Charles IV, le Bel, king of France
Charles IX, king of France
Charles I, king of Great Britain
Charles, the Great, king of the Franks, see Charlemagne
Charles, père
Charles (compound, etc, forenames)
Charles Alexander, duke of Lorraine
Charles Borromeo, Saint, see Carlo Borromeo, Saint
Charles d'Orléans
Charles de France, duke of Berry
Charles Emanuel I, duke of Savoy, see Carlo Emanuele I, etc
Charles, le Teméraire, see Charles, duke of Burgundy (le Teméraire)
Charles Louis de Bourbon, duke of Parma
Charles Martel, mayor of the palace
Charles, the Bald, see Charles II, king of France (le Chauve)
Charles, the Bold, see Charles, duke of Burgundy (le Teméraire)
Charles, the Great, see Charlemagne
Charles (surname)
Charles, David
Charles (titles, etc)
Charles
Charles Auchester, a novel
Charles the Second, a play

Mary (forename)
Mary, princess of Great Britain
Mary, princess royal of England and princess of Orange
Mary, queen consort of George V
Mary, queen consort of James V, king of Scotland
Mary, queen consort of Louis XII, king of France
Mary I, queen of England
Mary II, queen of Great Britain
Mary, queen of Scots, see Mary Stuart, queen of the Scots
Mary, Saint, of Egypt
Mary, Virgin
Mary (compound, etc., forenames)
Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
Mary Clare, sister
Mary de Lellis, sister. see Gough, Sister Mary de Lellis
Mary Magdalene, Saint
Mary, of Bethany, Saint
Mary, of Magdala, see Mary Magdalene, Saint
Mary of Modena, queen consort of James II
Mary of St. Angela, mother
Mary of the Visitation, sister
Mary Stuart, queen of the Scots
Mary Victor, sister
Mary (surname)
Mary, Albert
Mary, Jules
Mary (titles, etc.)
Mary and Anna
Mary Celeste (brig)
Mary of Scotland, a play
Mary Stuart, a play

Thomas (forename)
Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon
Thomas, bp of Marga
Thomas, earl of Lancaster
Thomas, Saint, apostle
Thomas (compound, etc., forenames)
Thomas à Becket, Saint, abp of Canterbury
Thomas à Kempis
Thomas, Anglo-Norman poet
Thomas Aquinas, Saint
Thomas Aquinas, sister
Thomas Becket, Saint, see Thomas à Becket, Saint, etc.
Thomas Brabantinus, see Thomas, de Cantimpré
Thomas, de Burton
Thomas, de Cantimpré
Thomas Kempis, see Thomas à Kempis
Thomas, of Capua, cardinal

Thomas, of Erceldoune, called the Rhymer
Thomas, of Kent
Thomas Spalatensis, archdeacon
Thomas, the Rhymer, see Thomas, of Erceldoune, called the Rhymer
Thomas, von Imbroich
Thomas (surname)
Thomas, Abram Owen
Thomas, Samuel Bell
Thomas (compound surname)
Thomas-Caraman, Charles
Thomas de Saint Laurent, Raymond de
Thomas-San-Galli, Wolfgang Alexander
Thomas (titles, etc.)
Thomas À Becket, a tragedy
Thomas à Kempis and Wales
Thomas of Reading [anonymous classic]
Thomas von Kandelberg [anonymous classic]

18. Forename entries. Arrangement 2 (After surname)

Mary (surname)
Mary, Albert
Mary, Jules
Mary-Lafon, Jean Bernard Lafon, called[1]
Mary (forenames, titles, etc.)
Mary [a title]
Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
Mary and Anna
Mary Celeste (brig)
Mary Clare, sister
Mary de Lellis, sister, see Cough, Sister Mary de Lellis
Mary Feodorovna, empress consort of Paul I, emperor of Russia
Mary Magdalene, Saint
Mary, of Bethany, Saint
Mary of St. Angela, mother
Mary of Scotland, a play
Mary of the Visitation, sister
Mary, princess of Great Britain
Mary, princess royal of England and princess of Orange
Mary, queen consort of George V
Mary, queen consort of James V, king of Scotland
Mary, queen consort of Louis XII, king of France
Mary I, queen of England
Mary II, queen of Great Britain
Mary, queen of Scots, see Mary Stuart, queen of the Scots
Mary Rose Gertrude, sister
Mary, Saint, of Egypt

[1] If Rule 20-b is adopted, this compound surname will file with the forenames, titles, etc.

Mary Stuart [a play]
Mary Stuart, queen of the Scots
Mary Tudor [a play]
Mary Tudor, queen of England, see Mary I, queen of England
Mary Tudor, queen of France, see Mary, queen consort of Louis XII, king of France
Mary Victor, sister
Mary, Virgin
Thomas (surname)
Thomas, Abram Owen
Thomas, Samuel Bell
Thomas (forenames, titles, etc.)
Thomas À Becket [a play]
Thomas à Becket, Saint, abp. of Canterbury
Thomas à Kempis
Thomas à Kempis and Wales
Thomas, Aquinas, Saint
Thomas, archdeacon of Spalato, see Thomas Spalatensis, *archdeacon*
Thomas Balch library
Thomas Becket, Saint, see *Thomas à Becket, Saint*, abp. of Canterbury
Thomas, bp of Marga
Thomas Brabantinus, see Thomas, de Cantimpré
Thomas-Caraman, Charles[2]
Thomas Co., Georgia
Thomas, de Burton
Thomas, de Cantimpré
Thomas de Saint Laurent, Raymond[2]
Thomas, earl of Lancaster
Thomas Edessenus, see *Thomas, of Edessa*
Thomas family
Thomas iron company
Thomas Kempis, see Thomas à Kempis
Thomas Margensis, see *Thomas, bp of Marga*
Thomas, of Capua, cardinal
Thomas, of Edessa
Thomas, of Erceldoune, called the Rhymer
Thomas, *of Kent*
Thomas of Reading [anonymous classic heading]
Thomas, *of Spalato, archdeacon*, see *Thomas* Spalatensis, archdeacon
Thomas, Saint, apostle
Thomas-San-Galli, Wolfgang Alexander[2]
Thomas Spalatensis, archdeacon
Thomas, the Rhymer, see Thomas, of Erceldoune, called *the Rhymer*
Thomas, von Imbroich
Thomas von Kandelberg [anonymous classic heading]

[2] *If Rule 20 a is adopted*, this compound surname will file after the single surnames and before the forenames, titles, etc.

31 Place arrangement (Grouped order)

a) Three group order

New York

Note New York is treated as an exception in most libraries and, whether the general arrangement is a three-group order (Rule 31 a) or a two-group order (Rule 31 b), the nonofficial public institutions are interfiled with societies organizations, titles, etc., and not with the official divisions under New York (City), New York (State), etc (Cf Rule 31 a 1 *Note*)

```
New York (City)  (Author)
                 Aqueduct commission
                 Board of water supply
                 Bureau of franchises
                 Charters
                 CHARTERS
                 Common council
                 Ordinances
                 Police dept
                 POLICE DEPT
                 Public library
                   see  New York   Public library in the
                          file of Institutions, etc ,
                          following
                 Stock exchange
                   see  New York   Stock exchange in the
                          file of Institutions, etc ,
                          following
NEW YORK (CITY)  (Subject)
               - BIOGRAPHY
               - CHARITIES
               - HISTORY
               - POLICE
               - WATER SUPPLY
New York (colony)
                 Governor
                 Laws, statutes, etc
               - COMMERCE
               - HISTORY
New York (county) District attorney's office
                 Register
                 Surrogate's court
New York (state) (Author)
                 Adirondack survey
                 Chamber of Commerce
                   see  New York   Chamber of commerce of
                          the state of New York in the
                          file of Institutions, etc ,
                          following
                 Constitution
                 CONSTITUTION
```

Dept of health
Forest commission
Governor
Industrial board
Judicial council
State library, Albany
see New York. State library in the file of *Institutions, etc*, following.
Museum
see New York state museum in the file of *Institutions, etc*, following
NEW YORK (STATE) University
(*Subject*)
ANTIQUITIES
DESCRIPTION AND TRAVEL
HISTORY
New York (*Institutions, titles, etc*)
New York [title of a poem]
New York academy of medicine
New York aquarium
New York. Bar of the city of New York
New York. Chamber of commerce of the state of New Y
New York. Citizens
New York. City and country school
New York city council of political reform
New York collection of music
New York. College of the city of New York
New York county lawyers association
New York day by day
New York historical society
New York Public library
New York society library
New York State library, Albany
New York state museum
New York Stock exchange
New York university
NEW YORK UNIVERSITY
NEW YORK UNIVERSITY HALL OF FAME
New York University club

United States (*Author*)
, appellant
, complainant
, petitioner
, plaintiff
Agricultural adjustment administration
Agriculture, Dept of, *see*
. U S Dept of agriculture
. Army

ARMY <u>see</u> entries in <u>Subject</u> file following [3]
Army A E F , 1917-1919
Army Air corps
Bureau of the census
Cavalry, <u>see</u> U S cavalry in the file of <u>Titles</u>, <u>organizations</u>, <u>etc</u> , following
Cavalry school, Fort Riley, Kansas
Census, Bureau of the, <u>see</u> U S Bureau of the census
Census office, 6th, 1840
Census office, 7th, 1850
Congress (for arrangement under Congress see Rule 39 c)
Constitution
CONSTITUTION[4]
Dept of agriculture
Forest experiment station, Southern, New Orleans
Forest service
Laws, statutes, <u>etc</u> [5]
Navy dept
Penitentiary, Atlanta, Ga
Sugar equalization board, <u>see</u> United States sugar equalization board in the file of <u>Titles</u>, <u>organizations</u>, <u>etc</u> following
Treaties (arr by date in heading)
War Dept

UNITED STATES (<u>Subject</u>)
- AGRICULTURE, <u>see</u> AGRICULTURE — U S
- ANTIQUITIES
- ARMY
- ARMY — CAVALRY
- ARMY — HISTORY
- ARMY — INFANTRY
- BOUNDARIES
- CLAIMS VS GREAT BRITAIN
- CONSTITUTION, <u>see</u> entries in Author file preceding
- FOREIGN RELATIONS
- FOREIGN RELATIONS (arr by form divisions)
- FOREIGN RELATIONS (arr by period divisions)
- FOREIGN RELATIONS (arr by country divisions)

- HISTORY (for subarr. see example under Rule 35)
- NAVY
- RELATIONS (GENERAL) WITH CHINA
- RELATIONS (GENERAL) WITH FRANCE

United States (Institutions, titles, etc.)
United States abridged life tables
U.S. air service [a periodical]
United States album
United States conference of mayors
United States housing corporation
United States-Mexican commission
United States naval institute, Annapolis
United States navy [a title]
U S official pictures of the war
United States sanitary commission
United States steel corporation
United States sugar equalization board
U.S tax cases

32. **Place arrangement (Alphabetic order)**

New York [title of a poem][c]
New York academy of medicine
New York. Agricultural experiment station, Geneva
New York almanacs
New York aquarium
New York association for the blind
New York. Bar of the city of New York
New York. Bar of the state of New York
New York (battleship)
New York. Bellevue hospital
New York Board of trade and transportation
New York botanical garden
New York cavalry. 10th regt.
New York. Chamber of commerce of the state of New York
New York Citizens
New York (City)
NEW YORK (CITY)
NEW YORK (CITY) - AMUSEMENTS
NEW YORK CITY AND COUNTRY SCHOOL
NEW YORK (CITY) - BIOGRAPHY
New York (City) Board of education
New York city boys
NEW YORK (CITY) - CHARITIES
New York (City) Charters
New York (City) Common council
New York city council of political reform
NEW YORK (CITY) - WATER SUPPLY
New York Civic repertory theatre
New York collection of music
New York. College of physicians and surgeons

[c] Cf Rule 24 b 4

New York College of the city of New York
New York Collegiate church
New York (Colony)
NEW YORK (COLONY) - COMMERCE
New York (Colony) Governor
New York (Colony) Laws, statutes, etc
New York Cotton exchange
New York (County) Court house
New York county lawyers association
New York (County) Surrogate's court
New York day by day
New York historical society
New York Public library
New York school of social work
New York Sing Sing prison, Ossining
New York society library
New York (State)
New York (State) Adirondack survey
NEW YORK (STATE) - ANTIQUITIES
New York (State) Constitution
NEW YORK (STATE) CONSTITUTION
New York (State) Dept of health
NEW YORK (STATE) - HISTORY
NEW YORK (STATE) - HISTORY - COLONIAL PERIOD
NEW YORK (STATE) - HISTORY - REVOLUTION
NEW YORK (STATE) - HISTORY - CIVIL WAR
New York (State) Judicial council
New York State library, Albany
New York State library school, Albany
New York state library school association, inc
New York state museum
New York (State) University
New York Stock exchange
New York Times
New York Union theological seminary
New York university
New York University club
New York university hall of fame

United States
United States, appellant
United States, complainant
United States, plaintiff
UNITED STATES
United States abridged life table
U S Agricultural adjustment administration
U S - AGRICULTURE, see AGRICULTURE - U S
U S Agriculture, Dept of, see U S Dept of agriculture
U S air service [a periodical]
United States album
U S - ANTIQUITIES
U S Army

- HISTORY (for subarr. see example under Rule 35)
- NAVY
- RELATIONS (GENERAL) WITH CHINA
- RELATIONS (GENERAL) WITH FRANCE

United States (Institutions, titles, etc.)
United States abridged life tables
U.S. air service [a periodical]
United States album
United States conference of mayors
United States housing corporation
United States-Mexican commission
United States naval institute, Annapolis
United States navy [a title]
U S official pictures of the war
United States sanitary commission
United States steel corporation
U.S. tax cases
United States sugar equalization board

32. **Place arrangement (Alphabetic order)**

New York [title of a poem]c
New York academy of medicine
New York. Agricultural experiment station, Geneva
New York almanacs
New York aquarium
New York association for the blind
New York. Bar of the city of New York
New York. Bar of the state of New York
New York (battleship)
New York. Bellevue hospital
New York. Board of trade and transportation
New York botanical garden
New York cavalry. 10th regt.
New York. Chamber of commerce of the state of New York
New York. Citizens
New York (City)
NEW YORK (CITY)
NEW YORK (CITY) - AMUSEMENTS
NEW YORK CITY AND COUNTRY SCHOOL
NEW YORK (CITY) - BIOGRAPHY
New York (City) Board of education
New York city boys
NEW YORK (CITY) - CHARITIES
New York (City) Charters
New York (City) Common council
New York city council of political reform
NEW YORK (CITY) - WATER SUPPLY
New York Civic repertory theatre
New York collection of music
New York College of physicians and surgeons

c Cf Rule 24 b 4

U S — RELATIONS (GENERAL) WITH FRANCE
United States sanitary commission
United States steel corporation
U S tax cases
U S War dept

U.S. – ARMY
U.S. Army. A.E.F., 1917-1919
U.S. Army. Air corps
U.S. – ARMY – CAVALRY
U.S. ARMY – HISTORY
U.S. – BOUNDARIES
U.S. Bureau of the census
U.S. CAVALRY, see U.S. ARMY. CAVALRY
U.S. cavalry. 5th regt., 1855-
U.S. Cavalry school, Fort Riley, Kan.
U.S. – CENSUS
U.S. Census, Bureau of. see U.S. Bureau of the census
U.S. Census office, 6th, 1840
U.S. Census office, 7th, 1850
U.S. – CLAIMS VS GREAT BRITAIN
U.S. – CLAIMS VS MEXICO
United States conference of mayors
U.S. Congress (for arr. of subdivision see example under Rule 39 c)
U.S. Constitution
U.S. CONSTITUTION
U.S. CONSTITUTION – BIBLIOGRAPHY
U.S. Constitution. 18th amendment
U.S. Dept. of agriculture
U.S. DEPT. OF AGRICULTURE
U.S. Dept. of agriculture. Forest service, see U.S. Forest service
U.S. – ECONOMIC CONDITIONS
U.S. – FOREIGN RELATIONS
U.S. – FOREIGN RELATIONS [form and country divisions interfiled]
U.S. – FOREIGN RELATIONS [period divisions arr. chronologically]
U.S. Forest experiment station, Southern, New Orleans
U.S. Forest service
U.S. Geological survey
U.S. – HISTORY (for arr. of subdivision see example under Rule 36)
United States housing corporation
U.S. infantry. 63rd regt., 1917-1919
U.S. Laws, statutes, etc.
United States. Medical research laboratory, Mineola, L.I.
United States merchant marine
United States-Mexican commission
United States-Mexico trade conference, 1st, Mexico (City), 1920
United States naval institute, Annapolis
U.S. NAVY
United States navy [a title]
U.S. Navy dept.
U.S. official pictures of the world war
U.S. Penitentiary, Atlanta, Ga.
U.S. – RELATIONS (GENERAL) WITH CHINA

U S - RELATIONS (GENERAL) WITH FRANCE
United States sanitary commission
United States steel corporation
U S tax cases
U S War dept

Appendix II

INITIAL ARTICLES TO BE DISREGARDED IN FILING

Dutch	*French*	*German*	*Hungarian*	*Italian*	*Norwegian*	*Portuguese*	*Rumanian*	*Spanish*
de	l'	*der (m nom)	a	il, lo	den, den	*o*	l, le	el, los
het	le		az	i, gl', gli	det, den	a		la, las
't	la	die	egy	la, le	de, dei	os	un, o	
	les	das		l'		as		*un, uno*
een					*en, ein*			una, unas
eene	un	ein		un, uno	et {ei, e	um		
	une	eine		una, un	{eit	uma		

* *der as gen pl is to be regarded*

Appendix III

TABLE OF NUMERALS

	Danish	Dutch	French	German	Italian	Latin
1	en (een)	een	un, une	ein	uno	unus, una, unum
2	to	twee	deux	zwei	duo	duo duae duo
3	tre	drie	trois	drei	tre	tre tria
4	fire	vier	quatre	vier	quattro	quattuor
5	fem	vijf	cinq	funf	cinque	quinque
6	seks	zes	six	sechs	sei	sex
7	syv	zeven	sept	sieben	sette	septem
8	otte	acht	huit	acht	otto	octo
9	ni	negen	neuf	neun	nove	novem
10	ti	tien	dix	zehn	dieci	decem
11	elleve	elf	onze	elf	undici	undecim
12	tolv	twaalf	douze	zwolf	dodici	duodecim
13	tretten	dertien	treize	dreizehn	tredici	tredecim
14	fjorten	veertien	quatorze	vierzehn	quattordici	quattuordecim
15	femten	vijftien	quinze	funfzehn	quindici	quindecim
16	seksten	zestien	seize	sechzehn	sedici	sedecim
17	sytten	zeventien	dix-sept	siebzehn	diciasette	septemdecim
18	atten	achtien	dix-huit	achtzehn	diciotto	duodeviginta
19	nitten	negentien	dix neuf	neunzehn	diciannove	undeviginta
20	tyve	twintig	vingt	zwanzig	venti	viginti
21	en og tyve	een en twintig	vingt et un	ein und zwanzig	ventuno	viginti unus
30	tredive	dertig	trente	dreissig	trenta	triginta
40	fyrretyve	veertig	quarante	vierzig	quaranta	quadraginta
50	halvtred-sindstyve	vijftig	cinquante	funfzig	cinquanta	quinquaginta
60	tresindstyve	zestig	soixante	sechzig	sessanta	sexaginta
70	halvfjerd-sindstyve	zeventig	soixante-dix	siebzig	settanta	septuaginta
80	firsindstyve	tachtig	quatre-vingt	achtzig	ottanta	octoginta
90	halvfem-sindstyve	negentig	quatre-vingt-dix	neunzig	novanta	nonaginta
100	hundrede	honderd	cent	hundert	cento	centum
1000	tusinde	duizend	mille (mil)*	tausend	mille	mille
million		miljoen	million	million	milione	decies centena millia

* Mil is used in dates.

Appendix II

Initial Articles to Be Disregarded in Filing

Dutch	*French*	*German*	*Hungarian*	*Italian*	*Norwegian*	*Portuguese*	*Rumanian*	*Spanish*
de	l'	*der (m nom)	a	il, lo	den, den	o	l, le	el, los
het	le		az	i, gl', gli	det, den	a		la, las
't	la	die	egy	la, le	de, dei	*os*	un, o	
	les	das		l'		as		un, uno
een					en, ein			una, unas
eene	un	ein		un, uno	et {ei, e	um		
	une	eine		una, un	{eit	uma		

* *der* as gen pl is to be regarded

Appendix IV

BIBLE

Conspectus of Arrangement

1. References.
2. Manuscripts.
3. By Language, with subarrangement by part and subject under each language
4. By Subject, with subarrangement by part under each subject.
5. By Part, with subarrangement by language and subject under each part.

TABULAR SURVEY OF ARRANGEMENT FOR PARTS OF THE BIBLE

The alphabetical arrangement is a guide to the canonical arrangement

ALPHABETICAL ARRANGEMENT

Figures following the name of a biblical or apocryphal book refer to the order in the canonical arrangement

Acts, 87
Acts (Apocryphal books) 122 A-Z
Acts, Epistles and Revelation, 85
Acts and Epistles, 86
Acts of Andrew and Matthew 122 A-Z
Acts of Paul, 122 A-Z
Acts of Paul and Thecla 122 A-Z
Acts of Peter, 122 A-Z
Acts of St. Aquila, 122 A-Z
Acts of St. James, 122 A-Z
Acts of the Apostles (Apocryphal) 122 A-Z
Acts of the disciples, 122 A-Z
Acts of Thomas, 122 A-Z
Amos, 46
Apocalypse of Abraham, 75 A-Z
Apocalypse of Baruch, 75 A-Z
Apocalypse of Elijah, 75 A-Z
Apocalypse of Ezra (Christian) 75 A-Z
Apocalypse of Moses, 75 A-Z
Apocalypse of Zephaniah, 75 A-Z
Apocrypha, 57
Apocrypha and Apocryphal books, 56
Apocryphal books (N T) 121
Apocryphal books (O T) 74
Ascension of Isaiah, 75 A-Z
Assumption of Moses, 75 A-Z
Baruch, 53
Bel and the Dragon, 59
Book of Jubilees, 75 A-Z
Catholic epistles, 110
Chronicles, 23
Colossians, 99
Corinthians, 93
Daniel, 42
Deuteronomy 10
Ecclesiastes, 34
Ecclesiasticus, 60
Ephesians, 97
Epistle of Barnabas, 122 A-Z
Epistle of Jeremy, 75 A-Z
Epistle of Jesus Christ, 122 A-Z
Epistles, 90
Epistles and Gospels, liturgical, 88
Epistles and Revelation, 89
Epistles of John, 115
Epistles of Paul, 91
Epistola apostolorum, 122 A-Z
Esdras, 61
Esther, 28
Exodus, 7
Ezekiel, 41
Ezra, 26
1 Chronicles, 24

Table of Numerals

	Norwegian*	Portuguese	Spanish	Swedish
1	ein ei eit (en ett)	um uma	un uno una	en ett ene (a)
2	tvo (to)	dois, dous duas	dos	tva
3	tri (tre)	tres	tres	tre
4	fire	quatro	cuatro	fyra
5	fem	cinco	cinco	fem
6	seks	seis	seis	sex
7	sju (syv)	sete	siete	sju
8	atte (otte)	oito	ocho	åtta
9	ni	nove	nueve	nio
10	ti	dez	diez	tio
11	elleve	onze	once	elva
12	tolv	doze	doce	tolv
13	trettan (tretten)	treze	trece	tretton
14	fjortan (fjorten)	quatorze	catorce	fjorton
15	femtan (femten)	quinze	quince	femton
16	sekstan (seksten)	dezeseis	diez y seis	sexton
17	syttan (sytten)	dezesete	diez y siete	sjutton
18	attan (atten)	dezoito	diez y ocho	aderton
19	nittan (nitten)	dezenove	diez y nueve	nitton
20	tjuge (tyve)	vinte	veinte	tjugu (tjugo)
21	ein og tjuge (en og tyve)	vinte e um	veintiuno (veinte y uno)	tjuguen (tjugoett)
30	tretti (tredve)	trinta	treinta	trettio
40	fyrti (firti)	quarenta	cuarenta	fyrtio
50	femti	cincoenta	cincuenta	femtio
60	seksti	sessenta	sesenta	sextio
70	sytti	setenta	setenta	sjuttio
80	atti (otti)	oitenta	ochenta	attio
90	nitti	noventa	noventa	nittio
100	hundrad (hundrede)	cem	cien ciento	hundra
1000	tusund (tusen)	mil	mil	tusen
million		milhao	millon	

* The numerals on the left belong to the Landsmaal; those in curves are the variations of the Riksmaal

52. Zephaniah
53. Haggai
54. Zechariah
55. Malachi
56. Apocrypha and Apocryphal books
57. Apocrypha
58. Apocrypha. Baruch
59. Apocrypha. Bel and the Dragon
60. Apocrypha Ecclesiasticus
61. Apocrypha. Esdras
62. Apocrypha. 1 Esdras
63. Apocrypha. 2 Esdras
64. Apocrypha. History of Susanna
65. Apocrypha. Judith
66. Apocrypha Maccabees
67. Apocrypha 1 Maccabees
68. Apocrypha. 2 Maccabees
69. Apocrypha Prayer of Manasses
70. Apocrypha Rest of Esther
71. Apocrypha Song of the Three Holy Children
72. Apocrypha Tobit
73. Apocrypha Wisdom of Solomon
74. Apocryphal books
75. Apocryphal books, A-Z [Individual apocryphal books in alphabetical order]
76. New Testament
77. Gospels and Acts
78. Gospels
79. Matthew
80. Mark
81. Luke and Acts
82. Luke
83. Johannine literature
84. John
85. Acts, Epistles and Revelation
86. Acts and Epistles
87. Acts
88. Epistles and Gospels, Liturgical
89. Epistles and Revelation
90. Epistles
91. Epistles of Paul
92. Romans
93. Corinthians
94. 1 Corinthians
95. 2 Corinthians
96. Galatians
97. Ephesians
98. Philippians
99. Colossians
100. Thessalonians
101. 1 Thessalonians
102. 2 Thessalonians
103. Pastoral epistles
104. Timothy
105. 1 Timothy
106. 2 Timothy
107. Titus
108. Philemon
109. Hebrews
110. Catholic epistles
111. James
112. Peter
113. 1 Peter
114. 2 Peter
115. Epistles of John
116. 1 John
117. 2 John
118. 3 John
119. Jude
120. Revelation
121. Apocryphal books
122. Apocryphal books A-Z [Individual apocryphal books in alphabetical order]

CANONICAL ARRANGEMENT

The order is that of the English authorized version with insertion of the names of *groups of books* before the first book in the group

1 Old Testament
2 Octateuch
3 Heptateuch
4 Hexateuch
5 Pentateuch
6 Genesis
7 *Exodus*
8 Leviticus
9 Numbers
10 Deuteronomy
11 Historical books
12 Joshua
13 Judges
14 Hagiographa
15 *Five scrolls*
16 Ruth
17 Samuel
18 1 Samuel
19 2 Samuel
20 Kings
21 1 Kings
22 2 Kings
23 *Chronicles*
24 1 Chronicles
25 2 Chronicles
26 Ezra
27 Nehemiah
28 Esther
29 *Wisdom literature*
30 Poetical books
31 *Job*
32 Psalms
33 Proverbs
34 Ecclesiastes
35 Song of Solomon
36 Prophets
37 Major prophets
38 Isaiah
39 Jeremiah
40 Lamentations
41 Ezekiel
42 Daniel
43 Minor prophets
44 Hosea
45 *Joel*
46 Amos
47 Obadiah
48 *Jonah*
49 Micah
50 Nahum
51 Habakkuk

29 Bible (Alphabetic order) *See Note* following the example for a still more simple arrangement
32 Place arrangement (Alphabetic order)
35 Subject arrangement (Alphabetic order) *See Note* following example for a still more simple arrangement.
36 *See also* references
37 Title arrangement *a*, b, c, *d* *e*, *f*2
38 Chronological and numerical arrangements

The entries in the following comprehensive example are arranged according to the simplest alphabetical order, except that personal surnames precede other entries beginning with the same word (see Rule 24 b2) Small libraries may prefer to interfile personal names also

COMPREHENSIVE EXAMPLE

A B C book
A E see Russell, George William
A , F P see Adams, Franklin Pierce
A L A see American library association
A L A booklist
À la mer
Aagard, Carl Johann
Abbot, Willis John
Abbott, Albert
Abbott, Miss E C
Abbott, Edith
'Abd al-Hamid II, sultan of the Turks
'Abd al-Latif
'Abd Allah ibn Ahmad, called Ibn al-Baitar
'Abd Allāh Sfer, pasha
'Abd el-halim Kararah, Muhammad
Abdullah, Achmed
À Beckett, Arthur William
Abeo, Fritz
About face
Abu al-'Alā
Abu al-Fida
Abu Bakr ibn al-Tufail, Abu Ja'far
Abu Sa'id
Abucacim
Abu'l 'Alā, see Abu al-'Ala
Abul-Fazl, mirza
L'abuse en court
R Accademia dei Lincei, Rome
ACCIDENTS
1812, ein historischer roman [achtzehnhundert zwölf]
American library association
American library association, see also titles beginning
  A L A
American peace congress, 1st, New York, 1907
American peace congress, 3rd, Baltimore, 1911

Appendix V

LIST OF THE RULES RECOMMENDED TO SMALL LIBRARIES
COMPREHENSIVE EXAMPLE.

It is recommended that libraries which require a simple arrangement adopt and check the rules listed below —

1	Basic rule
2 *a,c*	Modified letters (umlaut, etc)
3 *c*	Ampersand
4 *a,b,d*	Initials
5	Abbreviations
6	Elisions
7	Initial article
8	Punctuation marks
9	Numerals
10 *a*	Words spelled in two ways
11	Hyphenated and compound words
12	Names compounded of two words
13	Names with a prefix
14	Oriental names
15	Names spelled differently (including *Note*)
16	Forenames (general rules)
18	Forename entries (Arrangement 2)
19	Surname entries
20 *b*	Compound surnames
21 *b*	Name of clan, family, etc
22 *b*	Firm names
23	Nobleman's title
24 *b*	Order of entries (Alphabetic order)
25	Arrangement under author (general rules) 25 *a* (Works by the author) 1, 2 3, 4, 5, 6, 7 (a) 25 *b* (Works about the author)
27	Corporate entries

Bible music
Bible N T
Bible N T Gospels
Bible O T
BIBLE O T
Bible O T Amos
Bible O T I Chronicles
Bible O T II Chronicles
Bible O T Daniel
BIBLE O T DANIEL
BIBLE O T — HISTORY
Bible O T Pentateuch
Bible Paraphrases
Bible plays [a title]
Bible Selections
BIBLE — VERSIONS
Bibliothèque d'anthologie
Bibliothèque d'histoire
Bibliothèque de la révolution
Bohlen lectures, 1899
  Nash, H S Ethics and revelation
Bohlen lectures, 1925
  Bell, W C Sharing in creation
Böök, Fredrik
Book, William Frederick
The book about aircraft
BOOK BINDING, see BOOKBINDING
BOOK COVERS
A book of garden flowers
BOOKBINDING
BOOKBINDING, see also BOOK COVERS
Bookbinding and the care of books
BOOKBINDING — EXHIBITIONS
BOOKBINDING — GREAT BRITAIN
BOOKBINDING — HISTORY
Bookbinding leather committee
BOOKBINDING — MOHAMMEDAN
BOOKBINDING — U S
The Bookman London [a periodical]
The Bookman a review of books and life New York
The Bookman. an illustrated literary journal New York
The Bookman
  Robert Louis Stevenson
The Bookman anthology of essays
The bookman's manual 1935
The bookman's manual 1928
BOOKS
Books a weekly review
Books about books
Boy Scouts
BOYCOTT
BOYS' CLUBS
Boy's King Arthur

— — and ships and sealing wax
Andersen, Hans Christian
Anderson, Arthur
Andersón, James
Anderson's college, Glasgow
Anderssen, Adolf
Art, v 1 - [title of a periodical]
ART
Brown, G B The fine arts
ART
Brownell, Baker Art in action
ART
Thurston, C H P Structure of art
Art a commodity
Art age
ART — American
ART — Ancient
Art and Mrs Bottle
ART AND MORALS
ART — BERLIN
ART — BIBLIOGRAPHY
ART — DECORATIVE
Art foliage
ART — FRANCE
ART — GREEK
ART — HISTORY
ART INDUSTRIES AND TRADE
ART — MUNICIPAL
L'art romantique
ART — U S
Art weaving
Atlantic readers Primer
Atlantic readers Bk 1
Atlantic readers Bk 3
Bible
The Bible and its story
Bible
Die Heiligen Schriften
Bible
The Holy Bible 1885
Bible
The Holy Bible 1904
Bible
La Sainte Bible
Bible
The Scofield reference Bible
BIBLE
BIBLE AND SCIENCE
BIBLE — ANTIQUITIES
Bible as literature
Bible beautiful
BIBLE — BIBLIOGRAPHY
A bible for freshmen

Bible music
Bible N T
Bible N T Gospels
Bible O T
BIBLE O T
Bible O T Amos
Bible O T I Chronicles
Bible O T II Chronicles
Bible O T Daniel
BIBLE O T DANIEL
BIBLE O T - HISTORY
Bible O T Pentateuch
Bible Paraphrases
Bible plays [a _title_]
Bible Selections
BIBLE - VERSIONS
Bibliothèque d'anthologie
Bibliothèque d'histoire
Bibliothèque de la révolution
Bohlen lectures, 1899
Nash, H S Ethics and revelation
Bohlen lectures, 1925
Bell, W C Sharing in creation
Boök, Fredrik
Book, William Frederick
The book about aircraft
BOOK-BINDING, _see_ BOOKBINDING
BOOK COVERS
A book of garden flowers
BOOKBINDING
BOOKBINDING, _see also_ BOOK COVERS
Bookbinding and the care of books
BOOKBINDING - EXHIBITIONS
BOOKBINDING - GREAT BRITAIN
BOOKBINDING - HISTORY
Bookbinding leather committee
BOOKBINDING - MOHAMMEDAN
BOOKBINDING - U S
The Bookman London [a periodical]
The Bookman a review of books and life New York
The Bookman, an illustrated literary journal New York
The Bookman
Robert Louis Stevenson
The Bookman anthology of essays
The bookman's manual 1935
The bookman's manual 1928
BOOKS
Books a weekly review
Books about books
Boy Scouts
BOYCOTT
BOYS' CLUBS
Boy's King Arthur

Boys of '76
Brown, Capt
Brown, Mrs
Brown, A. G.
Brown, Albert
Brown, John
Brown, John, pseud.
Brown, Sir John
Brown, John, 1716-1766
Brown, John, d.1811
Brown, John, 1810-1882
Brown America
Brown & Sharpe manufacturing co.
Brown brothers and company
Brown county almanack
BROWN CO., OHIO
BROWN CO., WISC.
BROWN FAMILY
Brown university
Brownbill, John
Browne, pseud.
Browne, A. K.
Caterina, see also Catherine
Caterina Cornaro, queen of Cyprus
Caterina da Siena, Saint
Caterina, Saint, of Bologna
Catesby, Mark
Catharina, see Catherine
Catharine, see Catherine
Cather, Willa Sibert
Catherine, see also Caterina, Katherine
Catherine [a title]
Catherine de Gardeville [a title]
Catherine de Médicis, queen consort of Henry II, king of France
Catharine I, empress of Russia
Catharine Frances, sister
Catherine Howard [a play]
Catharine Howard, queen consort of Henry VIII
Catharine of Aragon, queen consort of Henry VIII
Catharine, of Bologna, Saint, see Caterina, Saint, of Bologna
Catharine of Braganza, queen consort of Charles II
Catharine of Siena, Saint, see Caterina da Siena, Saint
Catherine Parr, queen consort of Henry VIII
Catharine, Saint, of Bologna, see Caterina, Saint, of Bologna
Catharine, Saint, of Siena, see Caterina da Siena, Saint
Catherwood, Benjamin Franklin
Catholic church
CATHOLIC CHURCH

CATHOLIC CHURCH – BIOGRAPHY
Catholic church. Councils
CATHOLIC CHURCH – HISTORY
Catholic church. Pope
Charlemagne
Charles, David
Charles, William
Charles le Bel
Charles Alexander, duke of Lorraine
Charles Auchester, a novel
Charles Borromeo, Saint, see Carlo Borromeo, Saint
Charles City, Iowa
Charles d'Orleans
Charles Dickens in London
Charles, duke of Burgundy (le Temeraire)
Charles II, duke of Lorraine
Charles V, emperor of Germany, see Karl V, emperor of Germany
CHARLES FAMILY
Charles II, king of France
Charles IX, king of France
Charles I, king of Great Britain
Charles II, king of Great Britain
Charles Martel, mayor of the palace
The Charles men
Charles-Roux, François
Charles, the Bold, see Charles, duke of Burgundy (le Temeraire)
Charles, the Great, see Charlemagne
Charleston, S C
CHILDREN
CHILDREN, see also CHILD STUDY YOUTH
CHILDREN – BIBLIOGRAPHY
CHILDREN – BIOGRAPHY
CHILDREN – CARE AND HYGIENE
CHILDREN – CARE AND HYGIENE see also CHILDREN – NUTRITION SCHOOL HYGIENE
Cicero, Marcus Tullius (Works by)
Ars oratoria; selections
Cato major de senectute
Cicero's correspondence
A defense of old age
Letters to his friends
Orations ed by Moore
Orations ed by Yonge
(Cicero) ten orations and selected letters
The works of Cicero
CICERO, MARCUS TULLIUS (Works about)
Boissier
Cicero and his friends
Conway
Makers of Europe
Caesar the destroyer The originality of Cicero

Boys of '76
Brown, Capt
Brown, Mrs
Brown, A. G.
Brown, Albert
Brown, John
Brown, John, pseud.
Brown, Sir John
Brown, John, 1716-1766
Brown, John, d.1811
Brown, John, 1810-1882
Brown America
Brown & Sharpe manufacturing co.
Brown brothers and company
Brown county almanack
BROWN CO., OHIO
BROWN CO., WISC.
BROWN FAMILY
Brown university
Brownbill, John
Browne, pseud.
Browne, A. K
Caterina, see also Catherine
Caterina Cornaro, queen of Cyprus
Caterina da Siena, Saint
Caterina, Saint, of Bologna
Catesby, Mark
Catharina, see Catherine
Catharine, see Catherine
Cather, Willa Sibert
Catherine, see also Caterina, Katherine
Catherine [a title]
Catherine de Gardeville [a title]
Catherine de Médicis, queen consort of Henry II, king of France
Catharine I, empress of Russia
Catharine Frances, sister
Catherine Howard [a play]
Catharine Howard, queen consort of Henry VIII
Catharine of Aragon, queen consort of Henry VIII
Catharine, of Bologna, Saint, see Caterina, Saint, of Bologna
Catharine of Braganza, queen consort of Charles II
Catharine of Siena, Saint, see Caterina da Siena, Saint
Catherine Parr, queen consort of Henry VIII
Catharine, Saint, of Bologna, see Caterina, Saint, of Bologna
Catharine, Saint, of Siena, see Caterina da Siena, Saint
Catherwood, Benjamin Franklin
Catholic church
CATHOLIC CHURCH

Lang, Andrew
The Maid of France
The library has also this title in
French La Pucelle de France
Lang, Andrew
The making of religion
LANG, ANDREW
THE MAKING OF RELIGION
Tyrrell, George
The faith of the millions v 2
Lang, Andrew
La Pucelle de France
Lang, Andrew, ed
The red fairy book il by Ford and Speed
_____ il by Lee
_____ il by Tenggren
Lang, Andrew, jt auth
Haggard, Sir H H
The world's desire
LANG, ANDREW
Gordon, G S
Andrew Lang
Mach, Edmund
McHale, Kathryn
Machard, Alfred
McHardy, D N
Machen, Arthur
Machine design
MACHINERY
McHugh, John
MacLaren, J M
M'Laren, J T
McLaren, L L
MacLaren, R S
Mistress and maid
Mrs Dane's defense
Mistress of Husaby
Modern American writers I
Van Doren, C C James Branch Cabell
Modern American writers, II
Lovett, R M Edith Wharton
Modern American writers, V
Clark, B H Eugene O'Neill
Modern drama series
Andreev, L N Savva
Modern drama series
Becque, Henri The vultures
Mrs
Entries beginning with Mrs are filed as if spelled
Mistress
Muel, Leon

CICERO – BIBLIOGRAPHY
Concord, a poem
Concord and Lexington
Concord antiquarian society
CONCORD, BATTLE OF
Concord days
CONCORD, MAINE
Concord, Mass.
CONCORD, MASS.
Concord, Mass. Convention, July 14, 1774
CONCORD, MASS. – HISTORY
Concord, Mass. Trinity church
Concord, N.H.
Concord, N.H. Public library
Concord railroad corporation
CONCORD RIVER
CONCORD SCHOOL OF PHILOSOPHY
Concord, Tenn. Farragut school
Cooperative marketing
Co-operative movement
De la terre á la lune
De libris
Defoe, Daniel
De la Roche, Mazo
Delarue, A. O.
De La Rue, Warren
Delarue-Vardrus, Lucie
Delaware
Del Mar, Alexander
Dem dichter in der fernen bild geblieben [<u>initial article not in nominative case</u>]
DeMorgan, Joseph
Eine von zu vielen [<u>numeral</u>]
El Dorado
Eldorado, Neb.
El Paso, Texas
Eine kleine gefalligkeit [<u>initial article</u>]
Labour and industry
Labor economics
Laboulaye
Labour, <u>see spelling</u> Labor
Lang, Andrew
  Adventures among books

  Lang, Andrew, ed.
Lang, Mrs Leonora Blanche
  Book of saints and heroes

Lang, Andrew
  Homer and the epic

  Lang, Andrew, tr
Homerus
  Iliad

Lang, Andrew
  The Maid of France
    The library has also this title in
    French: La Pucelle de France
Lang, Andrew
  The making of religion
  LANG, ANDREW
    THE MAKING OF RELIGION
Tyrrell, George
  The faith of the millions. v.2
Lang, Andrew
  La Pucelle de France
Lang, Andrew, ed.
  The red fairy book... il. by Ford and Speed
  _____ ... il. by Lee
  _____ ... il. by Tenggren
  Lang, Andrew, jt. auth.
Haggard, Sir H.H.
  The world's desire
  LANG, ANDREW
Gordon, G S.
  Andrew Lang
Mach, Edmund
McHale, Kathryn
Machard, Alfred
McHardy, D N
Machen, Arthur
Machine design
MACHINERY
McHugh, John
MacLaren, J M
M'Laren, J.T
McLaren, L L.
MacLaren, R S
Mistress and maid
Mrs Dane's defense
Mistress of Husaby
Modern American writers, I
  Van Doren, C.C. James Branch Cabell
Modern American writers, II
  Lovett, R M Edith Wharton
Modern American writers, V
  Clark, B.H Eugene O'Neill
Modern drama series
  Andreev, L N. Savva
Modern drama series
  Becque, Henri. The vultures
Mrs
  Entries beginning with Mrs. are filed as if spelled
  Mistress
Muel, Leon

Muellenbach, Ernst
Mueller
  See also Muller (or Muller)
Mueller, Alfred Don
Muenscher, Joseph
La muerta de Néron
Mugdan, Martin
MUKDEN, BATTLE OF, 1905
Mulcahy, William Francis
Muller (or Muller)
  See also Mueller
Muller, Adam
Muller, Adam L.
Müller, Carl Otto
Müller, Max
Münchener bienen-zeitung
New Amsterdam
NEW ENGLAND
New York academy of medicine
New York. Agricultural experiment station, Geneva
New York almanacs
New York (battleship)
New York cavalry. 10th regt.
New York (City)
New York (City) Board of education
NEW YORK (CITY) - CHARITIES
New York (City) Common council
New York city council of political reform
NEW YORK (CITY) - WATER SUPPLY
New York collection of music
New York. College of the city of New York
New York (Colony)
New York Cotton exchange
New York (County) Court house
New York day by day
New York Public library
New York school of social work
New York. Sing Sing prison, Ossining
New York (State)
NEW YORK (STATE)
New York (State) Dept of health
NEW YORK (STATE) - HISTORY
New York State library, Albany
New York state museum
New York (State) University
New York Times
New York university
Newark, N J.
Newman, John Henry, card
De night in de front from Chreesmas [initial article]
1940 book of houses [nineteen forty]
1917 war tax guide [nineteen seventeen]
One hundred and one famous poems

100 bungalows
150 radio hook-ups [one hundred fifty]
101 metal-working projects [one hundred one]
PERSONALITY
Personality, The family and
Personality in boys
Personality, Integration of
Personality plus
  The pioneers
Cooper, J F
  The pioneers Philadelphia, Carey & Lea
  ______ London, J M Dent
  ______ New York, Sears
  The pioneers
Mackay, C D
  The play of the pioneers
  The pioneers
Oppenheim, James
  The pioneers
Saint M*****, Victor de, see Saint-Mauris, Victor
    Alexandre, comte de
Saint Malo, France
Saint Mark's school, Southborough, Mass
St Mars, F
Saint-Mars, Gabrielle Anne (Cisterne de Courteras)
    vicomtesse de
St Nicholas
St Paul, Henry
St Paul, Minn
Saint Paul, mother
Sainte Beuve, Charles Augustin
Saintine
San Francisco, Cal
San José, Diego
San tzŭ ching
Sanborn, Albert J
Santa Fé
Santa Marina, Luys
Santagnello, M
Shakespeare (Works by)
  A piacer vostro (As you like it)
  Aphorisms from Shakespeare
  As you like it (Ben Greet Shakespeare)
  (Shakespeare's) As you like it, ed by Cooper
  (The comedy of) As you like it (Eclectic classics)
  As you like it (New Temple Shakespeare)
  (Shakespeare's comedy of) As you like it, ed by Rolfe
  As you like it
    The library has an Italian translation·
    A piacer vostro
  The beauties of Shakespeare

The college Shakespeare
Comedies, ed. by Craig
(Shakespeare's) Comedy of error
Complete works, ed by Craig (Oxford Shakespeare)
(Shakespeare's) dramatische werke
Edward III, see Edward III (Drama)
Julius Caesar, ed by Mabie
(The plays of Shakespeare The tragedy of) Julius Caesar, ed by Sykes
King Richard III, a tragedy
Longman's school Shakespeare
(The comedy of) Much ado about nothing
Oxford Shakespeare; the complete works, ed by Craig
Poetical works
Richard III, see his King Richard III
Songs and sonnets, ed by Palgrave
Songs and sonnets, il by Robinson
(Shakespeare's) sonnets
SONNETS
Godwin A new study of the sonnets
Hitchcock Remarks on the Sonnets
The taming of the shrew Coriolanus Booklovers ed
Taming of the shrew Garrick & Kemble
The taming of the shrew, a comic opera by Goetz [a secondary entry with main entry under Goetz]
(Shakespeare's comedy of the) Taming of the shrew, ed by Rolfe
TAMING OF THE SHREW
Tolman Shakespeare's part in the "Taming of the shrew"
Two noble kinsmen, see Fletcher, John The two noble kinsmen
SHAKESPEARE (Works about)
SHAKESPEARE – ADAPTATIONS
SHAKESPEARE – AUTHORSHIP
SHAKESPEARE – BIBLIOGRAPHY
SHAKESPEARE – CONCORDANCES, INDEXES, ETC
10 story book
Tenberg, Rudolf
Ten Broeke, James
Un de Baumugnes [numeral]
United States
United States abridged life tables
U S Agricultural adjustment administration
U S Agriculture, Dept of, see U S Dept of agriculture
U S air service [a periodical]
United States album
U S – ARMY
U S – ARMY – CAVALRY
U S – ARMY – HISTORY
U S Bureau of the census
U S cavalry 5th regt , 1855-

U S Cavalry school, Fort Riley, Kan
U S - CENSUS
U S Census, Bureau of, see U S Bureau of the census
U S Census office 7th census, 1850
U S Census office 11th census, 1890
U S Congress
U S CONGRESS
U S Congress Committee on the census
U S Congress House
U S Congress House Committee on foreign affairs
U S Congress Joint committee on Muscle Shoals
U S Congress Office of legislative counsel
U S Congress Senate
U S Congress Senate Committee on appropriations
U S Congress Senate Committee on insular affairs
U S 1st Cong , 1789-1791
U S 2d Cong , 1st sess , 1791-1792
U S 41st Cong , 2d sess , 1869-1870
U S 41st Cong , 3rd sess , 1870-1871
U S Dept of agriculture
U S DEPT OF AGRICULTURE
U S Geological survey
U S - HISTORY
U S - HISTORY - BIBLIOGRAPHY
U S - HISTORY - DRAMA
U S - HISTORY - LOCAL
U S - HISTORY - NAVAL
U S - HISTORY - PERIODICALS
U S - HISTORY (BY PERIODS)
U S - HISTORY - COLONIAL PERIOD
- COLONIAL PERIOD - FICTION
- COLONIAL PERIOD - FRENCH AND INDIAN WAR, 1755-1763
- REVOLUTION
- REVOLUTION - CAMPAIGNS AND BATTLES
- 1783-1865
- CONSTITUTIONAL PERIOD, 1789-1809
- WAR OF 1812
- 1815-1861
United States housing corporation
United States-Mexican commission
U S - NAVY
U S Navy dept
U S official pictures of the world war
U S Penitentiary, Atlanta, Ga
United States steel corporation
WAR
WAR AND RELIGION
WAR, ARTICLES OF, see MILITARY LAW
WAR - CASUALTIES (STATISTICS, ETC)
WAR, COST OF
WAR, DECLARATION OF
WAR - ECONOMIC ASPECTS

The college Shakespeare
Comedies, ed. by Craig
(Shakespeare's) Comedy of error
Complete works, ed. by Craig (Oxford Shakespeare)
(Shakespeare's) dramatische werke
Edward III, see Edward III (Drama)
Julius Caesar, ed. by Mabie
(The plays of Shakespeare. The tragedy of) Julius Caesar, *ed. by Sykes*
King Richard III, a tragedy
Longman's school Shakespeare
(The comedy of) Much ado about nothing
Oxford Shakespeare; the complete works, ed. by Craig
Poetical works
Richard III, see his King Richard III
Songs and sonnets, ed. by Palgrave
Songs and sonnets, il. by Robinson
(Shakespeare's) sonnets
SONNETS
Godwin. A new study of the sonnets
Hitchcock. Remarks on the Sonnets
The taming of the shrew. Coriolanus Booklovers ed.
Taming of the shrew. Garrick & Kemble
The taming of the shrew, a comic opera by Goetz [a secondary entry with main entry under Goetz]
(Shakespeare's comedy of the) Taming of the shrew, ed. by Rolfe
TAMING OF THE SHREW
Tolman. Shakespeare's part in the "Taming of the shrew"
Two noble kinsmen, see Fletcher, John. The two noble kinsmen
SHAKESPEARE (Works about)
SHAKESPEARE – ADAPTATIONS
SHAKESPEARE – AUTHORSHIP
SHAKESPEARE – BIBLIOGRAPHY
SHAKESPEARE – CONCORDANCES, INDEXES, ETC
10 story book
Tenberg, Rudolf
Ten Broeke, James
Un de Baumugnes [numeral]
United States
United States abridged life tables
U.S. Agricultural adjustment administration
U.S. Agriculture, *Dept of*, see U S. Dept of agriculture
U S. air service [a periodical]
United States album
U.S. – ARMY
U.S. – ARMY – CAVALRY
U.S. – ARMY – HISTORY
U S. Bureau of the *census*
U.S. cavalry. 5th regt., 1855-

U S Cavalry school, Fort Riley, Kan
U S - CENSUS
U S Census, Bureau of, see U S Bureau of the census
U S Census office 7th census, 1850
U S Census office 11th census, 1890
U S Congress
U S CONGRESS
U S Congress Committee on the census
U S Congress House
U S Congress House Committee on foreign affairs
U S Congress Joint committee on Muscle Shoals
U S Congress Office of legislative counsel
U S Congress Senate
U S Congress Senate Committee on appropriations
U S Congress Senate Committee on insular affairs
U S 1st Cong , 1789-1791
U S 2d Cong , 1st sess , 1791-1792
U S 41st Cong , 2d sess , 1869-1870
U S 41st Cong , 3rd sess , 1870-1871
U S Dept of agriculture
U S DEPT OF AGRICULTURE
U S Geological survey
U S - HISTORY
U S - HISTORY - BIBLIOGRAPHY
U S - HISTORY - DRAMA
U S - HISTORY - LOCAL
U S - HISTORY - NAVAL
U S - HISTORY - PERIODICALS
U S - HISTORY (BY PERIODS)
U S - HISTORY - COLONIAL PERIOD
- COLONIAL PERIOD - FICTION
- COLONIAL PERIOD - FRENCH AND INDIAN WAR, 1755-1763
- REVOLUTION
- REVOLUTION - CAMPAIGNS AND BATTLES
- 1783 1865
- CONSTITUTIONAL PERIOD, 1789-1809
- WAR OF 1812
- 1815-1861
United States housing corporation
United States Mexican commission
U S - NAVY
U S Navy dept
U S official pictures of the world war
U S Penitentiary, Atlanta, Ga
United States steel corporation
WAR
WAR AND RELIGION
WAR, ARTICLES OF, see MILITARY LAW
WAR - CASUALTIES (STATISTICS, ETC)
WAR, COST OF
WAR, DECLARATION OF
WAR - ECONOMIC ASPECTS

WAR (INTERNATIONAL LAW)
WAR, MARITIME (INTERNATIONAL LAW)
War of the worlds
WAR – RELIEF OF SICK AND WOUNDED
WAR-SHIPS
Washington, George
Washington academy of science
Washington Co., Ohio
Washington, D.C.
Washington, D.C. WHITE HOUSE
Washington merry-go-round
Washington, Mt.
Washington (State)
WASHINGTON (STATE) – DESCRIPTION AND TRAVEL
Washington (State) Geological survey
Washington (State) State library, Olympia
Washington (Ter.) Governor
Washington university, St. Louis
Who is who in America
Who'd be king
Whom the gods destroy
Who's who
Whose home is the wilderness
Ye that judge

Appendix VI

BIBLIOGRAPHY

*Separately Published Codes

Akers, S G Simple library cataloging Chicago American library association, 1933
"Arrangement of cards in a catalog," p 132-44.

American library association. Proceedings of the Catalog Section of the A.L.A. Chicago The Association, 1929
"Committee on standardization of alphabeting practice, report, 1929, p.20-34."

*Barnstead, W G Filing rules for dictionary catalogues 2d ed. Toronto Ball, 1934. 14p
Recommended by the Minister of education for use in the public libraries of Ontario

Bishop, W W Practical handbook of modern library cataloging Baltimore Williams & Wilkins co., 1924.
"Filing." p 111-14.

British museum. Department of printed books. Catalogue of printed books in the British museum Vol. 1. London British museum, 1841.
"Rules for the compilation of the catalogue," p.v-ix.

Cambridge university Library Rules for the catalogues of printed books, maps and music London Macmillan, 1927
"Arrangement in catalog" p.50-53

Childs, J B "Rules for alphabetical filing by words in the dictionary catalog together with 'Manchester,' a specimen of such filing." Urbana, Ill. University of Illinois library school, 1921 22. Mimeographed.

*Cincinnati. Public library Filing rules for the arrangement of the dictionary catalog of the library, County library district of Hamil-

ton county, Ohio; comp by A E Ewald and A M Dunlap 3d ed. Cincinnati. Cincinnati public library, 1936 64p

Clapp, C B "Arrangement of cards under place names in a dictionary catalog," *Library Journal,* XXXVIII (February 1913), p.73-77.

*Cleveland Public library. *Filing rules for the arrangement of the dictionary catalogs of the Cleveland public library* Cleveland Cleveland public library, 1922 27p

Cotts, C W. "Fun (?) of filing." *Wilson Bulletin,* XXIX (March 1933), p 64-65.
Brief consideration of some differences of opinion in various alphabeting codes, which show the need of standardization of rules

Cranshaw, J. "A word or two." *Library Assistant,* XXIX (November 1936), p 259-63

Cunningham, A D "Dictionary catalogue" *New Zealand Library,* I (June 1938), p 85-87.
Arrangement of entries . . with reference to analyticals, collections of works by or about a single author, geographical entries, etc

Cutter, C. A Rules for a dictionary catalog 4th ed Washington: Govt print off, 1904
"Arrangement," p 111-21

Dean, H E "Numerals vs words." *Library Journal,* LVIII (June 15, 1933), p 559-60
Details of a plan for writing out numerals in title, thus indicating the alphabetic arrangement.

*Dziatzko, K F O *Instruction fur die ordnung der titel im alphabetischen zettelkatalog der Koniglichen und Universitats-bibliothek zu Breslau* Berlin 1886 74p

Edmands, J "Rules for alfabeting" *Library Journal,* XII (September, October 1887), p 326-31, p 431-35

Hastings, C H "Proposed manual on the arrangement of cards in alphabetical catalogs" *Bulletin of the American Library Association,* IX (July 1915), 270-73
Problems in alphabeting place names, subdivision under subjects, added entries, editions, books of the Bible and the umlaut listed.

Hitchler, T *Cataloging for small libraries* New York Stechert, 1926
"Arrangement," p 262-69

Holcomb, E "Filing in the university of California" *Library Journal,* LX (March 15, 1935), p 257

Description of a method which increases accuracy, lessens fatigue and cuts cost.

Illinois state library Archives division. *Catalog rules, series for archives material.* Springfield, Ill. Illinois state library, 1938
"Guide cards and filing," p 4-6

Jewett, C. C. *On the construction of catalogues of libraries, and their publication by means of separate stereotyped titles, with examples* Washington Smithsonian institution, 1853
"Arrangement," p 59-69

Kroeger, A. B "Arrangement of entries in catalogs." Public libraries, X (January 1905), 18-19
Mainly an analysis of differences between 3d and 4th editions of Cutter's rules for a dictionary catalog

*Latshaw, R. N "A comparative study of some rules for the alphabetical arrangement of entries in library catalogs." Urbana, Ill. Univ of Illinois, 1928 Typewritten.

Linderfelt, K. A. *Eclectic card catalog rules* Boston C A. Cutter, 1890
"Alphabetic arrangement of titles," p 46-75

Mann, M. *Introduction to cataloging and the classification of books* Chicago American library association, 1930
"Dictionary catalog—arrangement," p 221-29

Mischoff, W O "Catalog from a reader's viewpoint." *Library Journal*, XLVII (December 15, 1932), p 1035-38
Critical examination of methods of alphabeting

Osborn, A. D *Prussian instructions, rules in the alphabetical catalogs of the Prussian libraries* Ann Arbor Univ of Michigan pr 1938

Arrangement of the like names of different authors, p 66-70, arrangement of like titles for different works, p 92, arrangement of the different editions and translations of the same work, p 92-104 alphabetical arrangement of authors' names and real titles, p 105-06

Oxford university Bodleian library *Rules for the general catalogue of printed books* Oxford, Oxford university pr 1933
"Alphabetization," Sect. 51-56

*Pittsburgh. Carnegie library *Rules for filing cards in the dictionary catalogues of the Carnegie library of Pittsburgh* Pittsburgh Carnegie library of Pittsburgh, 1932. 34p

Preston, G J "Problems involved in an alphabetical arrangement of a library catalog" Urbana, Ill Univ of Illinois, 1936 143p Typewritten

I Complex features of various filing codes, II Filing rules for the arrangement of entries in a dictionary catalog, III Problems involved in attempting a strictly alphabetical arrangement of a dictionary catalog, Conclusion *Bibliography.*

(Abstracted in American library association Catalog Section *Catalogers' and classifiers' yearbook* Number 6, 1937 Chicago American library association, 1937 p 115-17)

*Queens Borough public library *Rules for filing cards in the catalogues of all departments and branches* [Jamaica] Queens Borough public library, 1933 47p

Quinn, J H, and *H W Acomb* *Manual of cataloguing and indexing* London G Allen & Unwin, ltd, 1933
"Alphabetical arrangement," p 249-54

Ranganathan, S R *Classified catalogue code* Madras Madras library association, 1934
"Sequence of entries," p 35-42

Rathbone, J A, and F R Coe "Simple filing rules" *Massachusetts Library Club Bulletin*, XXI (June 1931), 37-39

Sharp, H A *Cataloguing* London Grafton, 1935
"Arrangement of catalogues," p 224-31

Steele, H G "Note on alphabetic order" *Library World*, XV (February 1913), p 247-48
Includes a set of rules, p 248

Stevens, Henry *Catalogue of American books in the library of the British museum* London C Whittingham, 1866
"Rules for the compilation of the Catalogue of printed books," p ix-xxvii

Thornton, J L *Cataloging in special libraries* London Grafton, 1938 268p
"Filing in special libraries," p 239-45 Discussion of a number of disputed points

Vatican. Biblioteca vaticana *Norme per il catalogo degli stampati* Citta de Vaticano Biblioteca, 1931
"Ordinamento delle schede nel catalogo alfabetico" p 341-71

Wilson, M *School library management* N Y Wilson, 1931
"Rules for arrangement of cards," by B R Barden p 138-46

Wilson, H. W. co. *Stylebook.* N.Y.: Wilson, 1921. 86p
"Alphabeting," p.13-19

Wood, A. F. "California divides its catalog." *Library Journal,* LXIII (October 1, 1938), p.725-26

Detailed description of routine involved in changing catalog over into an author and title and a subject section, consisting of "a division within each tray of the authors and titles from the subjects."

Index

References in boldface type are to rule numbers, those preceded by p indicate pages, Ex denotes reference to an example, references to footnotes are so marked.

The American Library Association, established in 1876, is an organization of libraries, librarians, library trustees and others interested in the responsibilities of libraries in the educational, social and cultural needs of society It is affiliated with more than fifty other library associations in this country and abroad It works closely with many organizations concerned with education, recreation, research, and public service Its activities are carried on by a headquarters staff, voluntary boards and committees, and by divisions, sections, and round tables, all interested in various aspects or types of library service Its program includes information and advisory services, personnel service, field work, annual and midwinter conferences, and the publication—not for profit—of numerous professional books, pamphlets and periodicals